



Special Circumstances Form

Instructions: The form and required documentation must be uploaded via your SIS To Do List, so it will be linked to your account. We do not accept forms via email, fax, or in-person.

Student's Name: _____

Student ID#: _____ Phone Number: _____

I am asking for consideration of my special circumstances for the following (check all that apply and add year ex. 2025):

Fall 20_____

Spring 20_____

Summer 20_____

Do I qualify? Before completing this form READ THIS

The Free Application for Federal Student Aid (FAFSA) form advises you to contact the financial aid administrator at your school if you have special circumstances not covered in the application that would affect your eligibility for student financial aid. Before the Financial Aid Office can review the information on this form, you must have previously filed a FAFSA for the school year you plan to attend.

The information provided on your original application may not be updated if your income reduction is not significant or appears inconsistent. Likewise, expenses for consumer goods and lifestyle choices may not be supported with additional financial aid resources.

Please complete the information below [MUST BE COMPLETED BY STUDENT]

**The Financial Aid Office reserves the right to request additional information, if needed.*

Date of Loss_____

Select Special Circumstance below and provide the required documentation as shown on page 3:

Financial Information

Please report total income for the most recent year you wish to be considered instead of the 2023 tax year used on the FAFSA. If 2024 is the year, submit a signed and complete copy of the pertinent 2024 tax returns (or W-2's if you did not file). If the appeal is to consider 2025 income, submit all pay stubs and sources of other taxed and untaxed income for 2025. If the appeal is submitted in November 2025 or later to consider 2025 income, the appeal will be delayed until 2025 tax returns and/or all W-2s are submitted to the Financial Aid Office.

INCOME TYPE	STU DE NT	SPOU SE	FATHE R	MOTHE R	TOT AL
Gross Wages for entire calendar year 202__	\$	\$	\$	\$	\$
Net Farm Income for the Year 202__	\$	\$	\$	\$	\$
Net Business Income for the Year 202__	\$	\$	\$	\$	\$
Other Taxable Income Portions from Tips, IRA distributions, pensions, annuities--excluding rollovers; Social Security benefits; disability benefits; alimony received; unemployment compensation; capital gains/losses; income from rents, royalties, partnerships, estates & trusts, or any other source. (Circle all the areas above that apply.)	\$	\$	\$	\$	\$
Nontaxable Income from child support, tax-exempt interest income, portions of IRA or pension distributions; provided and untaxed housing, food and or living allowances; veterans' noneducation benefits; workers' compensation; disability benefits, or any other source. (Circle all the areas above that apply.)	\$	\$	\$	\$	\$
Any Other Income (describe)	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$

I certify that the Special Circumstance identified and required documentation provided are true and correct. Penalties provide for a fine of \$10,000, or imprisonment for up to 5 years, or both, if a person embezzles, steals, or obtains funds by false statement or forgery.

Student Signature: _____ Date: _____

Required Documentation to support Special Circumstances

Loss of Income for parent or independent student (spouse, if applicable) from work due to layoff, closing of business or termination. Required documentation:

- Letter from former employer(s) effective dates and severance, vacation, personal and sick leave pay out.
- Copy of final pay stub from previous employer(s).
- Letter from unemployment office documenting effective dates and benefits received.
- Two (2) current pay stubs (if presently employed).
- W2 forms for student and/or spouse, and for parent(s) if dependent
- Documentation of any other income received during the calendar year.

Death of a Spouse (Independent) or parent (Dependent) has occurred after your FASFA was filed. Required documentation:

- Copy of death certificate.

Loss of Social Security Benefits. Required documentation:

- Letter from Social Security Administration stating start/end dates and benefit amount.

Loss of Child Support. Required documentation:

- Letter or court document stating start/end dates and child support amount.

Loss of Unemployment Compensation. Required documentation:

- Letter from Unemployment Office stating start/end dates and benefit amount.

Loss of Worker’s Compensation. Required documentation:

- Letter from Bureau of Worker’s Compensation stating start/end dates and benefit amount.

Change in Housing Status. Required documentation:

- Letter from a private or publicly funded homeless shelter, service provider, financial aid administrator from another college, school counselor, mental health professional, social worker, mentor, doctor or clergy.

Tuition Expense at an Elementary or Secondary School. Required documentation:

- Letter from Elementary or Secondary School confirming enrollment and tuition expenses.

Additional Family Members enrolled in college. Required documentation:

- Complete Number in College Form on SIS To Do List. Once your Special Circumstance Form has been reviewed, this to do item will show up on your To Do List. Please monitor your to do list regularly.

Significant medical, dental, or nursing home expenses not covered by insurance. Required documentation:

- Invoices/Statements and letter from insurance company stating they will not cover the expenses.

Child or Dependent Care Expenses. Required documentation:

- Invoices/Statements of major expenses.

Severe disability of the student or other member of the student’s household. Required documentation:

- Letter from medical provider or social services.

Other changes or adjustments that impact the student’s costs or ability to pay for college. Please describe your situation below. The Financial Aid Office will request additional information, if needed.

FOR FINANCIAL AID OFFICE USE:

Approved Date: _____ By FA Technician: _____

_____ Fall _____ Spring _____ Summer Aid Year: _____

Denied Date: _____ By FA Technician: _____

Reason: _____

Documentation:

Document Received	Date Reviewed	Stored Where

Additional Documents Requested	Date Requested	Date Received	Date Reviewed

Interviews (if applicable):
