



## FINANCIAL AID SPECIAL CIRCUMSTANCE REQUEST

\_\_\_\_\_  
Name

\_\_\_\_\_  
SSN or Student ID

I am applying for a **special circumstance** for the \_\_\_\_\_ school year. I understand additional documentation may be requested of me. In addition, I understand that all requests may take up to **30 days to process**.

**Families that report business and/or farm income on their tax return are not eligible to file for a special circumstance until the next year taxes have been filed.**

*I am applying for special circumstance because: (Check at least one box)*

**LOSS OF INCOME**

- Provide last paycheck stub if lost job during 2023
- Provide letter stating last date of employment from previous employer and/or proof of unemployment compensation amounts received in 2021 or 2022
- Provide most recent paycheck stubs for all members of your family whose income was used on the FAFSA (student and parent(s))
- Verification Worksheet
- Copies of 2021, 2022 and 2023 IRS Tax Return Transcript(s)
  - student and parent(s)
  - can be obtained online at [www.irs.gov](http://www.irs.gov)

**ONE TIME INCOME**

- Provide most recent paycheck stubs of all members of your family whose income was used on the FAFSA (student and parent(s))
- Documentation showing what you did with the money.
- Verification Worksheet
- Copies of 2021 & 2022 IRS Tax Return Transcript(s)
  - student and parent(s)
  - can be obtained online at [www.irs.gov](http://www.irs.gov)

**UNUSUAL MEDICAL EXPENSES**

- Copies of Medical Bills paid by you during 2022 (not paid by your insurance)
- Verification Worksheet
- Copies of 2021 & 2022 IRS Tax Return Transcript(s)
  - student and parent(s)
  - can be obtained online at [www.irs.gov](http://www.irs.gov)

ALL students **MUST** write an explanation of their situation on the back of this form.  
**Special Circumstance Requests that are left blank will not be reviewed.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

