



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 2022
- Provide letter stating last date of employment from previous employer and/or proof of unemployment compensation amounts received in 2020 or 2021
- 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 2020, 2021 and 2022 IRS Tax Return Transcript(s)
 - student and parent(s)
 - can be obtained online at 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 2020 & 2021 IRS Tax Return Transcript(s)
 - student and parent(s)
 - can be obtained online at www.irs.gov

UNUSUAL MEDICAL EXPENSES

- Copies of Medical Bills paid by you during 2021 (not paid by your insurance)
- Verification Worksheet
- Copies of 2020 & 2021 IRS Tax Return Transcript(s)
 - student and parent(s)
 - can be obtained online at 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

Write an explanation of your situation. Special Circumstance Requests without explanations will not be reviewed.

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****For Office Use Only****

<u>Student</u>		<u>Parent(s)</u>	
<u>2020 - Actual</u>		<u>2020 - Actual</u>	
AGI	\$ _____	AGI	\$ _____
Income from work	\$ _____	Income from work	\$ _____
Other income	\$ _____	Income from work	\$ _____
Taxes Paid	\$ _____	Other income	\$ _____
		Taxes Paid	\$ _____
<u>2021 - Estimated</u>		<u>2021 - Estimated</u>	
Projected AGI	\$ _____	Projected AGI	\$ _____
Income from work	\$ _____	Income from work	\$ _____
Other income	\$ _____	Income from work	\$ _____
Tax Calculation (FAA)	\$ _____	Other income	\$ _____
		Tax Calculation (FAA)	\$ _____
<u>Spouse (if Applicable)</u>			
<u>2020 - Actual</u>			
AGI	\$ _____		
Income from work	\$ _____		
Other income	\$ _____		
Taxes Paid	\$ _____		
<u>2021 - Estimated</u>			
Projected AGI	\$ _____		
Income from work	\$ _____		
Other income	\$ _____		
Tax Calculation (FAA)	\$ _____		

Approved

Denied

FAA Correction date: _____

Circle one

Advisor Signature: _____ Date: _____