

**SPECIAL CIRCUMSTANCES REQUEST FORM**  
**(for Professional Judgment)**  
**2023-2024**

Student's Full Name

Student's Phone Number

Student ID Number

**Instructions: Indicate the reason(s) for your Special Circumstances request, attach the required documentation and a letter in your own words explaining your special circumstances.**

**\*\*Please be advised that submission of incomplete or unsigned documents will delay processing.\*\***

**I. Reason(s) For Income Reduction: (check all that apply)**

**Loss of Income:**

**Loss or Change in Employment.** Employed from \_\_\_\_\_ to \_\_\_\_\_. Provide a letter from former employer reflecting the date last worked and a copy of the last pay stub showing year to date earnings.

**Whose income is effected by this? (Circle One) Student / Spouse / Parent 1 / Parent 2** Documents

Required:

- 2021 & 2022 Tax Return Transcript.
- Signed statement discussing the reasons for this request.
- Letter from employer, reflecting the date last worked
- Copy of Student's last pay stub along with any spouse or parent's, if applicable.
- If applicable, provide copies of unemployment compensation or taxable social security benefits.

**Loss of Other Recurring Taxable Income** (such as alimony, or unemployment compensation).

**Whose income is effected by this? (Circle One) Student / Spouse / Parent 1 / Parent 2**

Documents Required:

- 2021 & 2022 Tax Return Transcript.
- Signed statement discussing the reasons for this request.
- In the case of alimony, attach any court documentation.
- Copy of official letter reflecting termination of the benefit or compensation.

**Loss of Recurring Untaxed Income**

**Whose income is effected by this? (Circle One) Student / Spouse / Parent 1 / Parent 2**

Documents Required:

- 2021 & 2022 Tax Return Transcript.
- Signed statement discussing the reasons for this request.

- In case of child support, attach any court documentation which details the amount of child support to be paid and the date child support is to end.
- Official notification on the termination of the benefit.

**Divorce or Legal Separation of Parents or Spouse:**

Since submitting the 2023-2024 FAFSA, you have divorced or separated.

Date occurred: \_\_\_\_\_. Attach a signed copy of the divorce decree or a signed statement from attorney documenting the separation date.

**Death of Parent(s) or Spouse:**

Since submitting the 2023-2024 FAFSA, your parent or spouse has passed away.

Date occurred: \_\_\_\_\_. Attach a copy of the death certificate.

**One-Time Taxable Income:** (IRA Pension Distribution, back-year Social Security Payments)  
**Whose income is effected by this? (Circle One) Student / Spouse / Parent 1 / Parent 2**

Documents Required:

- 2021 & 2022 Tax Return Transcript.
- Signed statement discussing the reasons for this request.
- Forms which identify the source of income.
- Itemized statement of how that money was spent.

**Parent Attending College:**

(parent must be paying for college out of pocket without reimbursements)

Documents Required:

- 2021 & 2022 Tax Return Transcript.
- Signed statement discussing the reasons for this request.
- Copy of schedule and tuition receipt.
- Certified enrollment from the Registrar's Office at the parent's institution

**Retirement of Parent or Spouse:**

Documents Required:

- 2021 & 2022 Tax Return Transcript.
- Signed statement discussing the reasons for this request.
- Documentation of monthly income sources for all retirement income, including social security (if applicable)

**Other Reductions of Income**

**Whose income is effected by this? (Circle One) Student / Spouse / Parent 1 / Parent 2**

Documents Required:

- 2021 & 2022 Tax Return Transcript.
- Signed statement discussing the reasons for this request.
- Documentation of monthly income sources.
- Any other documents that pertains to your income reduction.

**II. Past and Projected Income**

**Report all income** actually received in 2022 and the expected income for 2023.

Do not leave any income questions blank. Enter a "0" if income source is not applicable.

**This is a requirement.** If left blank, this will leave your request unprocessed.

This is a requirement.  To leave blank, will leave request unprocessed.	Student		Parent 1		Parent 2		Spouse	
	2022	2023	2022	2023	2022	2023	2022	2023
<b>Taxable:</b> Wages, Salaries, Tips								
<b>Unemployment Benefits</b>								
<b>Pension</b>								
<b>Alimony</b>								
<b>Child Support</b>								
<b>Non-Taxable:</b> Workers Comp, VA Disability, etc								
<b>Cash &amp; Savings</b>								
<b>Other (specify)</b>								
<b>Other (specify)</b>								
<b>Other (specify)</b>								
<b>Total Income:</b>								

**Submit this completed form along with documentation to the Financial Aid Office at any Campus location (addresses are on the first page). The earliest this form can be submitted is June 1, 2023. The DEADLINE for submitting the form is April 1, 2024. The Director of Financial Aid (or designee) will review all SPECIAL CIRCUMSTANCES requests on a case-by-case basis. You will be notified of the results.**

*I/We declare under penalty of perjury that the information provided above is true and correct. I/We understand if I/we knowingly make any false statement or misrepresentation, further financial assistance may be denied and repayment of current assistance may result.*

**Student/Parent/Spouse Signature(s): Everyone giving information on this form must sign below. If the form is not signed, it will be returned to you unprocessed.**

\_\_\_\_\_  
*Student's Signature* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Spouse's Signature* \_\_\_\_\_  
*Date*

**\*\*PLEASE ALLOW THREE WEEKS FOR PROCESSING\*\***