

# Consideration of Special Circumstances

## Affecting Financial Aid

### 2023-2024

Office Use Only SPCON
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Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

There are certain “**special circumstances**” which may affect a student’s financial aid eligibility that do not fall under the normal categories provided on the 2023-2024 Free Application for Federal Student Aid (FAFSA). If your situation meets any of the conditions below, provide a **written statement** explaining **your** “special circumstances”.

Along with this request, you will be **required** to provide supporting documentation to prove your special circumstance is valid. Your request for consideration of special circumstances and supporting documentation will be reviewed and you will be notified of what further action, if any, to take.

### **Situations Affecting Revision to Original Application**

- ❖ Loss of family income/benefits for 2021. For example, loss of job or benefits. Job loss is defined as the involuntary separation from permanent employment.
- ❖ Adjustment for 2021 medical and/or dental expenses paid by the parent or student (not reimbursed by insurance).
- ❖ Parent or Student who is widowed/divorced since the 2021 US Income Tax Return was filed.
- ❖ Parent or Student who had a loss of income due to COVID-19.

### **Required Information**

- Completed request for Consideration of Special Circumstances
- Typed explanation of specific circumstances affecting your application status
- Supporting documentation including:
  - 2021 U. S. Income Tax Return for student and/or parent
  - W-2 Forms from 2021 for student and/or parent

### **Other possible documentation, appropriate to your situation:**

Proof of Separation from Employment  
Divorce Decree  
Death Certificate  
Physician Statement  
Workman’s Compensation Benefits Detail  
Year-to-date Paycheck Stubs and/or Unemployment Statement

**Complete this section ONLY if this application is a result of job loss...**

Before an adjustment can be made to your status, you must provide complete information regarding your estimates of the change in financial situation for you or your spouse (or your parents, if you are a dependent student) for 2023. Please provide the best possible estimates for the period January 1, 2023 to December 31, 2023. Additional documentation may be required.

**EXPECTED INCOME AND EXPENSES FOR THE 2022 YEAR**

Estimated 2023 taxable income (wages, interest, etc) \$.....  
In 2023, how much will you *earn from work*? \$.....

If you are a *dependent* student,  
In 2023, how much will your father earn from work? \$.....  
In 2023, how much will your mother earn from work? \$.....

If you are a *married independent* student,  
In 2023 how much will your spouse earn from work? \$.....

Estimated 2023 **untaxed** income benefits:  
Social Security benefits \$.....  
Temporary Assistance for Needy Families (TANF) \$.....  
**Other** untaxed income and benefits \$.....

**All students must read and complete the information below...**

**STUDENT CERTIFICATION**

I, \_\_\_\_\_, do hereby certify that the information provided on this request form is true and accurate to the best of my knowledge. I understand that all required information must be submitted with this request for consideration to be granted. I realize that this documentation must include but may not be limited to the documentation listed on this form. **If I am unable to provide sufficient documentation, the Student Financial Aid office will not be able to approve my request.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Spouse Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(required if student is dependent)

**OFFICE USE ONLY**

Date: \_\_\_\_\_ Action Taken: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_