



## Request for Consideration of Special Circumstances

In cases where 2019 family income is expected to be substantially less than 2018 family income or if you have special circumstances we should take under advisement, you may request a review of family contribution and financial aid eligibility. Complete and return this form to the Financial Aid Office **with documentation to support your request.**

Print Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Check the categories that apply to your request. Provide all required documentation based on the categories checked.

To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946.

- 1. Unemployment or employment status changed from full-time to part-time or other change in employment:
  - Written statement explaining circumstances.
  - Letter from previous employer on company letterhead stating: last date of employment, 2019 earnings.
  - Letter from current employer on company letterhead stating: date employment began, 2019 earnings year-to-date or most recent pay stub.
  - Spouse's most recent pay stub.
  - Statement from Employment Security Commission of benefits eligible to receive and 2019 total received.
  - 2018 IRS tax return transcript(s) & W2's for you, your spouse, and/or parents.
  - If military discharge, a copy of DD214.
  
- 2. Reduction/loss of income due to Child Support, Alimony, Worker's Compensation, Disability, and/or Social Security Benefits:
  - Written statement explaining circumstances.
  - A copy of the divorce decree to include settlement agreement.
  - Statement from Social Security Administration giving last date of benefits and amount received.
  - If other type of benefit, a statement from the agency giving the last date of benefits and amount received.
  - 2018 IRS tax return transcript & W2's for you, your spouse, and/or parents.
  
- 3. One-time income received in 2017 (Examples: inheritance, insurance settlement, back pay, capital gain, and IRA distribution.):
  - Documentation of one-time income including amount, type of income, and date of receipt.
  - Written statement explaining circumstances including statement of how funds were spent, invested, or rolled over.
  - Documentation of funds spent (Example: creditor receipts, bank statements, canceled checks, etc.)
  - 2018 IRS tax return transcript(s) & W2's for you, your spouse, and/or parents.

□ 4. Divorce or Separation:

- Written statement explaining circumstances.
- Divorce: A copy of the divorce decree **OR** a signed statement from the attorney verifying the divorce date.
- Separation: A copy of the legal separation document **OR** signed statement from the attorney verifying the date of separation **OR** a notarized statement verifying separation.
- 2018 IRS tax return transcript(s) & W2's for you and parent if applicable.

□ 5. Death of \_\_\_\_Parent      \_\_\_\_Spouse:

- Written statement explaining circumstances.
- A copy of the death certificate.
- 2018 IRS tax return transcript & W2's for student, spouse or supporting parent.

□ 6. Other circumstance affecting your financial status:

- Written statement explaining circumstances affecting your financial status.
- Documentation to verify your statement.
- 2018 IRS tax return transcript & W2's for student, spouse or supporting parent.

Each Special Circumstance Application is evaluated on an individual basis. You will be notified of the decision by mail.

***WARNING: Any person who makes false statements or misrepresentations on this form may be subject to a fine up to \$20,000, imprisonment or both, under provisions of the United States Criminal Code.***

***I also understand that if the income estimates provided are substantially different from what is actually earned for this year, I will lose my ability to request any future adjustments in subsequent application years.***

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse/Parent Signature

\_\_\_\_\_  
Date

**For additional information, contact the Financial Aid Office.**