

In order that a Special Circumstance may be reviewed for approval or denial, sufficient documentation of your mitigating circumstance must be provided. Here are a few examples and appropriate documentation needed.

- Request for review due to death of spouse or parent:
 - Copy of death certificate

- Request for review due to divorce/separation
 - Copy of divorce decree or legal documentation regarding legal separation

- Request for review due to loss of employment or reduced income/benefits
 - Proof of termination from previous employer
 - Copy of final pay stub from previous employer
 - Most recent pay stub for current employment
 - Documentation of unemployment benefits

- Request for review due to extensive medical expenses
 - Medical billing statements indicating out of pocket expenses actually paid (not covered by insurance)
 - Canceled checks verifying out of pocket payments.

- Other (please indicate documentation provided)
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Special Circumstance forms should not be submitted if student EFC (determined by FAFSA) is currently \$0.