

2024-25 Special Circumstance Review Request

 Student's Name _____ Student ID _____
Last First

Your **2024-25** financial aid is based on **2022** income reported on the Free Application for Federal Student Aid (FAFSA®). If your circumstances have changed since the filing of your 2024-25 FAFSA or your income is significantly different than what was reported, you may request a reevaluation of eligibility. **Both the students and parents 2022 and 2023 federal income taxes must be on file with our office for us to consider your request.** If **2023** federal income taxes have not yet been completed, then 2023 W-2 statements and documentation of income from all other sources will be required.

Check All That Apply	Special Circumstance	Required Supporting Documentation
<input type="checkbox"/>	Separation/Divorce	<ul style="list-style-type: none"> ◇ Name of parent that will remain on FAFSA (custodial parent) ◇ Documentation verifying separation or divorce (decree, court documents) ◇ Most recent pay check for custodial parent ◇ Proof of residence for each parent
<input type="checkbox"/>	One Time Payment/Non-Recurring Income	<ul style="list-style-type: none"> ◇ Clarification (e.g. IRA distribution, sale property, inheritance, Form 1099) ◇ Explanation of the one-time payment or reason for the withdrawal
<input type="checkbox"/>	Death of Parent/Spouse	<ul style="list-style-type: none"> ◇ Death Certificate ◇ Billing statement from funeral home verifying expenses not covered by insurance ◇ Copy of most recent paycheck stub for surviving parent/spouse
<input type="checkbox"/>	Medical Expenses *Expenses approved in a previous year will not be considered again	<ul style="list-style-type: none"> ◇ Documentation of outstanding medical bills not reimbursed or paid by insurance ◇ Explanation of expenses
<input type="checkbox"/>	Loss of Employment/Reduction of Income	<ul style="list-style-type: none"> ◇ Explanation of circumstances surrounding the loss of income or reduction (Include last date of employment and if the parent has found employment) ◇ Copy of the most recent paycheck stub for both parents in household if dependent or student/spouse if independent. ◇ Termination notice from employer ◇ Severance statement (if applicable) ◇ Copy of unemployment benefits statement (if applicable) ◇ Copy of Attorney General Summary for loss of child support
<input type="checkbox"/>	Other *e.g., educational debt, natural disaster	<ul style="list-style-type: none"> ◇ Detailed explanation of the circumstances ◇ All related documentation

Additional Information

Please use the space below to explain any information on this form or expand upon your family's circumstances. Attach a separate document if more space is needed.

Amount of additional financial assistance requested to meet 2024-2025 educational expenses: _____

Student and Parent/Spouse Certification

I/We certify that the information provided on this form is accurate and complete as of this date. I/We understand that the request of a financial aid reevaluation is not guaranteed to result in a change to my financial aid eligibility and does not release me from payment of any balance due on my student account. I/We also understand that any revision based on this appeal information does not guarantee the same adjustments will be made in future semesters and/or academic years.

Student Signature _____ Date _____

Parent/Spouse Signature _____ Date _____

Please sign and submit completed form, along with supporting documentation to the Office of Financial Aid.