

## 2023 – 2024 Special Circumstances Request Form

All requests for special condition changes will be reviewed by a committee. Each request will be reviewed on a case-by-case basis. Students will be notified of the decision in writing. All committee decisions are final.

**Special Circumstances Review may not be considered for loss of income due to:**

- Voluntary loss/decrease in income
- Student/spouse quitting job to attend school
- Excessive consumer debts

Print Student's Name (Last, First)

Student ID #

**1. Have you/your parents had a loss of income due to:**

- Lay-Off/Termination (submit termination documentation)
- Reduction in income (Submit pay stubs, W-2s, Income tax return for previous year, severance pay or other documentation)
- Disability (Submit Letter of Disability and Earnings Reduction statement)
- Illness of an immediate family member (Submit Doctor's statement of illness, expected income reduction and/or total amount of medical bills paid out of pocket during previous year)
- Loss of Benefit (Submit documentation of the benefit loss with a statement of explanation)
- Divorce or Legal Separation (Submit documentation with effective dates)
- Other expenses (Submit receipts and statement explaining the type of expenses incurred)

- 2. I have attached copies of:**
- 2021 Tax Return     2022 Tax Return
  - Written statement indicating why the Special Circumstances Review is being requested

If the Special Circumstances Review is based on loss/reduction of income for the 2023 tax year, please complete the following:

Estimated Current Year Figures	1/1/2023 to 12/31/2023		Dependent Students Only	
	Student	Spouse	Father	Mother
Income Earned from Work				
Other Taxable Income				
Untaxed Income (Ex: Child Support)				
Taxes to be Paid				
Unemployment or Disability Benefits				

**I certify that I have read and understand all items on this form and that all information provided for my financial aid is true and correct.**

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date