



## 2022-23 SPECIAL CIRCUMSTANCE REQUEST

Financial need is normally based on each student's or family's gross annual income for the previous tax year. If your income has recently changed or if certain income should be excluded, we may be able to re-evaluate your financial need based upon your actual gross income for the 2020 tax year (01/01/2020-12/31/2020) or your projected gross income for the 2021 tax year (01/01/2021-12/31/2021). For dependent students we only consider parent income changes. For independent students, we only consider student's and spouse's income changes.

**Special Circumstances DO NOT include:**

- Personal living expenses (e.g. weddings, credit card bills, mortgages, school loan payments, and other miscellaneous consumer loans or expenses).
- One time incomes such as the lottery or gambling winnings.
- Parents not helping with college costs.

**INSTRUCTIONS:**

Please complete each section that applies to you, sign and return to the Financial Aid Office. In order for your request to be processed you must:

- Indicate the reason(s) for your change in circumstance
- Write a brief summary of your request
- Submit any and all supporting documents requested by the Financial Aid Office

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Phone/Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**REQUEST CATEGORIES (CHECK ALL THAT APPLY):**

- |   |                       |
|---|-----------------------|
| <input type="checkbox"/> <b>Excessive Medical bills</b>                                   | Effective Date: _____ |
| <input type="checkbox"/> <b>Loss/Reduction of Employment/Income or Assets</b>             | Effective Date: _____ |
| <input type="checkbox"/> <b>Deaths of Parent/ Spouse currently listed on the FAFSA</b>    | Effective Date: _____ |
| <input type="checkbox"/> <b>Divorce or Separation</b>                                     | Effective Date: _____ |
| <input type="checkbox"/> <b>Unsafe Family Environment</b>                                 | Effective Date: _____ |
| <input type="checkbox"/> <b>Tuition Paid for Dependent in Elementary/Secondary School</b> | Effective Date: _____ |
| <input type="checkbox"/> <b>Other</b> _____   | Effective Date: _____ |

**EXPLANATION OF CIRCUMSTANCE:**

Please explain your situation. Include all relevant information (such as: dates, amounts, reasons, & extenuating circumstances). Please make use of the space provided. If more space is needed please attach a separate sheet of paper.

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*By signing below, I certify and attest that the information provided in and with this request is true and accurate to the best of my knowledge and ability. I understand that failure to correctly reflect my true circumstances in this request may result in loss of financial aid eligibility. I promise to notify the Financial Aid Office in writing if my circumstances represented here should change.*

\_\_\_\_\_  
Student Signature    Date    \_\_\_\_\_    Parent Signature (if applicable)    \_\_\_\_\_    Date