

Request for Special Circumstance Instructions

Application Process:

In order to be considered for a special circumstance, you must submit this application, a statement that outlines your unusual circumstance, and documentation that supports your circumstance if applicable (see acceptable forms of supporting documentation in the table below).

Your request will not be reviewed until the Office of Financial Aid receives a completed application, including all required documentation. Please allow one to two weeks after receipt for review and decision. The Office of Financial Aid reserves the right to postpone review until the appropriate amount of time has passed for the certain circumstance.

Supplemental Documentation Checklist:

<u>Special Circumstance</u>	<u>Supporting Documentation</u>	<u>Timing of Submission (if applicable)</u>
Permanent loss or reduction of income	Copies of the last two years federal income tax transcript that reflect a loss of income Current paystubs, including unemployment paystubs	Submit requests for immediate review if income tax return is on file with the IRS. If an income tax reflecting the change is not on file with the IRS, requests should be submitted in October.
Change in family size or number in college	Need-Based Aid Application household verification section	
Change in marital status for student or parent	Court documentation reflecting the legal change and effective date	
Death of a parent or death of student's spouse	A copy of a valid death certificate	
Loss of benefits such as child support, unemployment, alimony social security/disability or worker's compensation	Documentation from relevant agency stating that support has ended.	
Extraneous one-time occurrence expense that threatens the livelihood of the student or members of their household	Documentation of your extraneous one-time occurrence	

Request for Special Circumstance Application

Student Name _____

Student ID _____

E-Mail Address _____

Academic Year of Request _____

Checklist for items to include with this request:

- Written statement that outlines your special circumstance
- Supporting documentation

By signing below, I certify that the information on this document and other documents provided is true and complete to the best of my knowledge. Upon request, I will provide any additional documentation to substantiate the information provided. I understand that completing this form does not guarantee an increase to my financial aid eligibility or a change to my FAFSA application, resulting in a change to my EFC.

Student Signature

Date

Instructions for Submitting your Request Form and Supplemental Documents:

Students can submit their request for a special circumstance by either:

1. Hand delivering to the Office of Financial Aid during regular business hours (M-F, 8am-5pm)
2. Securely uploading through Student Self-Service in one file by:
 - a. Log onto [Student Self-Service](#)
 - b. Select "All Users" from the menu options
 - c. Select "Secure Document Upload"
 - d. Select "FA Request for Special Cir."
 - e. Upload your file, and select the file type
 - f. Press Submit. A green check box will appear in the upper right-hand side of the screen letting you know the file was successfully submitted.