



2024-2025 Special Circumstance Request Form

Student Name:	Student ID:
Email:	Phone:

Your financial aid for the **2024-25** academic year is based on **2022** income information. If you and/or your parent(s) circumstances have changed since the filing of your 2024-25 financial aid applications, you may request a reevaluation of eligibility.

The following are examples of scenarios that may be eligible for a reevaluation of eligibility:

- Loss of income due to loss of employment or reduction in salary
- Death of a Parent or Spouse
- Divorce or Legal Separation
- One-Time/Non-Recurring Income
- Medical or Dental expenses paid out of pocket and not covered by medical or dental insurance during a single, recent year
- Dependency Override

Note, the following scenarios may not be considered for a reevaluation of eligibility:

- Loss of overtime or bonus income
- Fluctuations in self-employment or business income, although exceptions may be made in the case of businesses impacted by COVID-19
- Bankruptcy, foreclosure, or collections cost associated with outstanding debts
- Consumer debt such as credit cards, car payments, mortgage, and other loans
- Payments on back taxes owed to the IRS
- Lottery or gambling winnings or losses

Check	Circumstance or Event	Required Supporting Documentation
	<p style="text-align: center;">Significant loss of income due to termination or involuntary separation from employer (Current income is significantly lower than the income reported on 2022 Income Tax forms)</p>	<ul style="list-style-type: none"> • 2022 Federal Income Tax Returns (unless IRS DRT was used on FAFSA) • Copy of three most recent pay stubs for student and/or parent • Termination, Furlough, or Reduction-in-Force notification from employer • Severance Statement (if applicable) • Unemployment Benefits Statement (if applicable)
	<p style="text-align: center;">Death of Parent or Spouse (If 2022 Income Tax data reflects income from a now deceased member of the household)</p>	<ul style="list-style-type: none"> • 2022 Federal Income Tax Returns • W-2 Income Statements • Death Certificate • Copy of three most recent paystubs for student and/or parent
	<p style="text-align: center;">Divorce or Separation (If 2022 Income Tax data reflects joint income from a partner or parent who has since been divorced or legally separated and no longer contributed to household income)</p>	<ul style="list-style-type: none"> • Divorce Decree • Legal Separation documentation and proof of current separate residences • 2022 Federal Income Tax Returns • W-2 Income Statement from student and/or parent

