

2024-2025 Special Circumstance Form

Special Circumstances are defined as extreme condition(s) which exist that may warrant re-evaluation of a student's financial aid file. Please provide a letter briefly explaining your special circumstances.

Last Name, First Name M.I.

ULID Number

Please review and indicate below which special circumstance applies to you.

Special Circumstance	Required Documentation
<input type="checkbox"/> Substantial Loss of Income in 2023	<ul style="list-style-type: none"> ▪ Copy of 2023 Federal Tax Return Transcript and W-2s for ALL individuals that reported income on the 2024-2025 FAFSA
<input type="checkbox"/> Loss of Child Support in 2023	<ul style="list-style-type: none"> ▪ Letter stating child's name, date of birth and total child support received in 2022 for all children
<input type="checkbox"/> Separation or Divorce after 2024-2025 FAFSA was filed	<ul style="list-style-type: none"> ▪ Please submit appropriate 2023 Federal Tax Return Transcripts and W-2s ▪ Divorce Decree/Separate Agreement <li style="text-align: center;">OR ▪ Proof of separate addresses if not divorced
<input type="checkbox"/> Death of a Parent or Spouse after 2024-2025 FAFSA was filed	<ul style="list-style-type: none"> ▪ 2023 Federal Tax Return Transcript and ALL W-2s ▪ Copy of Death Certificate
<input type="checkbox"/> Medical/Dental Expenses paid out-of-pocket (not covered by insurance) in 2022	<ul style="list-style-type: none"> ▪ A letter from your insurance company documenting what was paid out-of-pocket in 2022 <li style="text-align: center;">OR ▪ 2022 Schedule A to show itemized amount
<input type="checkbox"/> One Time (Lump Sum) Payment Received in 2022	<ul style="list-style-type: none"> ▪ Appropriate 2022 Federal Tax Return Transcript ▪ Letter documenting what the lump sum was used for (ex. rent, medical bills, etc.)
<input type="checkbox"/> Elementary/Secondary Tuition Paid in 2022	<ul style="list-style-type: none"> ▪ Letter/Statement from the school verifying amount of tuition paid from January—December 2022
<input type="checkbox"/> Other special circumstances not listed above (ex. alimony, retirement benefits, etc.)	<p>*Please turn in all supporting documents as it relates to your special circumstances. We will not be able to review your case until all documents have been received.</p>

Certification and Signatures

All the information on this form is true and complete to the best of my knowledge. If requested, I agree to provide further documentation to substantiate the information provided. I understand that all special circumstances are reviewed on a case-by-case basis and this written request does not guarantee approval and/or may not result in an actual change of the financial aid already offered. All persons providing information must sign below. *An original signature is required. We are unable to accept digital signatures.*

Student Signature

Date

Student's Spouse Signature (if applicable)

Date

Parent Signature (if student is dependent)

Date

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