



Office of Financial Aid

**2021 - 2022  
Special Circumstances  
Request Form**

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

**SPECIAL CIRCUMSTANCE REQUEST DEADLINE: APRIL 1, 2022**

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Submit this form if you or your parent have had a significant change in circumstances.

Please check your change of circumstance below. Required documents are listed on the next page.

- LOSS OR CHANGE IN EMPLOYMENT
- DIVORCE OR SEPARATION AFTER FILING FAFSA
- LOST BENEFITS
- DEATH OF PARENT OR SPOUSE (whose information was reported on the FAFSA)
- OTHER

**Certification**

By signing below, I/we acknowledge and confirm that the above information is complete and correct. Purposely giving false or misleading information may result in federal fines, jail sentence, or both.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Print Parent Name \_\_\_\_\_  
(if applicable)

### LOSS OR CHANGE IN EMPLOYMENT

Submit:

Signed and dated statement explaining your circumstances (preferably typed) including:

- Family member affected
- Date occurred
- Date expected to return to work (if known)

Supporting documents such as:

- Layoff/termination notice
- Disability compensation notice
- Worker's compensation notice
- Unemployment notice

Tax Information:

- 2019 signed Federal Tax Return for student
- 2019 signed Federal Tax Return for parent

#### ADDITIONAL INFORMATION REQUESTED

If loss occurred in 2020 provide the following:

- 2020 signed Federal Tax Return for student
- 2020 signed Federal Tax Return for parent

If loss occurred in 2021 provide the following:

- Most recent paystub for each job held in 2021 by student
- Most recent paystub for each job held in 2021 by each parent on the FAFSA

### DIVORCE OR SEPARATION

Submit:

Signed and dated statement explaining your circumstances (preferably typed) including:

- Date of separation or divorce
- Amount of child support or alimony received

Supporting documents such as:

- Divorce decree
  - Separation agreement
- OR

If not legally separated provide:

- Proof of separate addresses such as a current utility bill from each household.

Tax Information:

- 2019 W – 2(s) if a joint 2019 tax return was filed
- 2019 signed Federal Tax Return

### DEATH OF PARENT OR SPOUSE (whose information was reported on the FAFSA)

Submit:

- Copy of death certificate or death notice
- 2019 W – 2(s) for you, if loss of spouse
- 2019 W – 2 (s) for surviving parent if a joint 2019 tax return was filed
- 2019 signed Federal Tax Return

### LOST BENEFITS

Submit a signed and dated statement explaining your circumstances (preferably typed) including:

- Type of benefit lost
- Family member affected
- Date occurred or will occur

Supporting documents such as:

- Worker's compensation termination notice
- Social Security notice
- Court decree terminating child support or alimony

### OTHER

Submit a signed and dated statement explaining your circumstances (preferably typed) including:

- Life event that impacts your ability to pay
- Family member affected
- Date occurred or will occur

Submit supporting documents.

Additional information may be needed to clearly understand your circumstances.