



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

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Alternate/Message Phone \_\_\_\_\_

This request is used when the income reported on the 2023-2024 FAFSA is greater than the expected income for 2021, due to a change in financial circumstances beyond the student's control. This does not include personal choice situations. *(Personal choices, while they may be well intended, do not constitute extenuating circumstances for which the student has no control.)*

**Step 1 – ALL STUDENTS MUST SUBMIT THE FOLLOWING DOCUMENTATION**

**Attach a detailed signed statement explaining your change in income, including dates.**

**Attach last paystub(s) received**

**YOUR REQUEST WILL NOT BE REVIEWED WITHOUT DOCUMENTATION**

**Step 2 – CIRCUMSTANCES TO BE CONSIDERED (Check One)**

<input type="checkbox"/> Loss of Employment	<input type="checkbox"/> Loss of Benefits	<input type="checkbox"/> Death of Parent (dependent students only)
<input type="checkbox"/> Unusual Expenses	<input type="checkbox"/> Deduction of a One-Time Payment	<input type="checkbox"/> Other (List and provide documentation) _____

**Step 3 – IN ADDITION TO THE ABOVE, THE FOLLOWING DOCUMENTATION IS REQUIRED**

**LOSS OF EMPLOYMENT** – Student/Parent was working during 2021, but is now working fewer hours or is unemployed.

- ⇒ Verification of 2023 Unemployment benefits being received
- ⇒ Last paycheck stub received for 2023 if/were employed

**LOSS OF BENEFITS** – (i.e. Child Support or Social Security) Student/Parent has lost some or all benefits.

- ⇒ Last check stub(s) or printout of benefit(s) received
- ⇒ Letter from agency verifying date and amount of benefit(s) lost

**DEDUCTION OF ONE-TIME PAYMENT** – Student/Parent received a ONE-TIME PAYMENT (Pension, IRA, Annuities, Gambling Winning, Settlement, Capital Gains, etc.) **Copy of 1099R**

- ⇒ Letter explaining the nature of the one-time payment
- ⇒ Explanation of how one-time payment was spent

**DEATH OF A PARENT** – Parent passed away after the FAFSA was filed.

- ⇒ Documentation of death (Death Certificate)

**ADDITIONAL/UNUSUAL EXPENSES** – Student/Parent has unusual medical/dental expenses not covered by insurance, Dependent/Elder Care expenses, and family paying private elementary/secondary school tuition or parent in college.

- ⇒ Copy of paid receipts for elementary/secondary tuition, dependent care, etc.
- ⇒ Detailed breakdown of paid receipts for elder care, medical, etc.

**NOTE:** Medical/dental expenses up to 11% of the family's income are taken into account by the federal needs analysis formula when determining financial aid eligibility. Therefore, only the portion of expenses which exceed 11% will be considered an unusual circumstance.



**INSTRUCTIONS FOR REDUCED INCOME**

**PLEASE NOTE:** *You must submit the completed Special Circumstance form with all documentation.*

When you or your family have a change of income and request a change in eligibility based on the reduced figures for 2023 instead of the 2021 income filed on the FAFSA application, you must do several things:

**1. Explain the reason for this request in a detailed signed statement.**

**Complete Step 4** (the total of Actual YTD and Projected income should give a complete picture of earnings for 2023).

**In Step 4 "Actual YTD, from Jan 1 to \_\_\_\_\_",**

- Enter the date you are filling out the form.
- Declare your households actual year-to-date (YTD) 2023 earnings from all jobs (i.e. yourself if single, yourself and spouse if married, or yourself and parents if you are dependent.)
- You must submit supporting documentation on all of the household earnings (see step 3).

**In Step 4 "Projected, from \_\_\_\_\_ to Dec 31",**

- Enter the date of the day after you are filling out the form. (e.g. If you put Mar. 3 above, put Mar. 4 here)
- Provide a "best estimate" of your households projected earnings for this period.
- Explain how you came up with these projected income figures in your attached explanation statement.

**EXAMPLE of PROJECTED EARNINGS:**

⇒ My spouse had worked at the same job all of 2021, but is no longer working at the same job and not making the same rate of pay.

The total YTD earnings for my spouse are \$10,758 which covers 21 weeks. That is equal to \$512.29 per week (\$10,758 divided by 21 = \$512.29). Therefore, I project my spouse will make \$15,881 (\$512.29 x 31 remaining weeks.)

⇒ My household's total projected earnings are: Myself, \$4080 part-time earnings. My spouse will make \$15,881. Total projected earnings = \$19,961.

**FINANCIAL AID OFFICE USE ONLY**

**Action Taken:**     Granted     Not Granted

**Reason/Rationale:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Financial Aid Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_



**Step 4 – (Student)**

Type of Income	Student/Spouse		Required Documentation
<b>Earnings/Wages/Salaries</b> (including any income from work, tips, severance/holiday pay, business/farm income, etc. ONLY)  <b>DO NOT INCLUDE UNEMPLOYMENT IN THIS SECTION</b>	<b>Actual YTD</b> From Jan 1, 2023 to current	<b>Projected</b> Current to Dec 31, 2023	
	Student:	Student:	Final Pay Stub/Most recent Pay Stub. If no wages, printout from Employment Dept.
	Spouse:	Spouse:	Final Pay Stub/Most recent Pay Stub. If no wages, printout from Employment Dept.
<b>Unemployment Earnings</b>	Student/Spouse:	Student/Spouse:	Documentation for current year Unemployment Earnings
<b>Taxable Income</b> (Including rental income, taxable portions of pensions, etc.)			Statement from Agency providing interest income. Most recent balance sheet showing rental income
<b>Child Support Received</b>			Copies of cancelled checks. Printout from Child Support
<b>Other Untaxed Income</b> (Non-Education Veterans benefits, and Work-Study)			Document Non-Education Benefit and Work-Study
<b>Disability/Workers Compensation</b>			Documentation from Workers Compensation/Disability
<b>Any Other Income</b>			Document any other income
<b>2023 SNAP Benefits</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	Submit documentation of SNAP benefits

**Step 4 – (Parent)**

Type of Income	Parent(s)		Required Documentation
<b>Earnings/Wages/Salaries</b> (including any income from work, tips, severance/holiday pay, business/farm income, etc. ONLY)  <b>DO NOT INCLUDE UNEMPLOYMENT IN THIS SECTION</b>	<b>Actual YTD</b> From Jan 1, 2023 to current	<b>Projected</b> Current to Dec 31, 2023	
	Parent 1:	Parent 1:	Final Pay Stub/Most recent Pay Stub. If no wages, printout from Employment Dept.
	Parent 2:	Parent 2:	Final Pay Stub/Most recent Pay Stub. If no wages, printout from Employment Dept.
<b>Unemployment Earnings</b>	Parent:	Parent:	Documentation for current year Unemployment Earnings
<b>Taxable Income</b> (Including rental income, taxable portions of pensions, etc.)			Statement from Agency providing interest income. Most recent balance sheet showing rental income
<b>Child Support Received</b>			Copies of cancelled checks. Printout from Child Support
<b>Other Untaxed Income</b> (Non-Education Veterans benefits, and Work-Study)			Document Non-Education Benefit and Work-Study
<b>Disability/Workers Compensation</b>			Documentation from Workers Compensation/Disability
<b>Any Other Income</b>			Document any other income
<b>2023 SNAP Benefits</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	Submit documentation of SNAP benefits

**ATTACH ALL REQUIRED DOCUMENTATION**  
This form will NOT be processed if documentation is not attached

Student Signature _____	Date _____
Spouse/Parent Signature _____	Date _____