

2018-2019 SPECIAL CIRCUMSTANCES FORM

Student Name: _____

C- Number: _____

Requests should be submitted eight weeks after date of initial reduction or change in circumstance. **Submission by a third party on behalf of parent/student will not be considered.**

Dependent student: Must include documentation for both you and your parent(s).

Independent student: Must include documentation for you and your spouse, if applicable.

SPECIAL CIRCUMSTANCES FOR CONSIDERATION:

Please check conditions that apply and submit all documentation required for each condition.

<input type="checkbox"/> Change in Income in 2017 Select if your income in 2017 was significantly less than that in 2016. Complete and Submit: <ul style="list-style-type: none"> • Section A • Section B 	<input type="checkbox"/> Change in Income in 2018 Select if your income in 2018 is going to be significantly less than that in either 2016 or 2017. Requests for change in income for 2018 are subject to a waiting period. Complete and Submit: <ul style="list-style-type: none"> • Section A • Section C • Termination notice from employer and last pay stub showing all earnings • Unemployment benefit notice 	<input type="checkbox"/> Separation or Divorce Requests for recent non-legal separations are subject to a six-month waiting period. Complete and Submit: <ul style="list-style-type: none"> • Section A • Section B if occurred in 2017 • Section C if occurred in 2018 • Divorce decree or separation agreement or proof of separate residence
<input type="checkbox"/> Death of a Parent or Spouse Complete and Submit: <ul style="list-style-type: none"> • Section A • Section B if loss occurred in 2017 • Section C if loss occurred in 2018 • Applicable death certificate 	<input type="checkbox"/> Medical/Dental Expense in 2017 Paid medical or dental expenses over 11% of Adjusted Gross Income (AGI). Complete and Submit: <ul style="list-style-type: none"> • Items listed in Section A • Schedule "A" listing Itemized deductions 	<input type="checkbox"/> One Time (Lump Sum) Payment Requests for a one-time hardship withdrawal from pension and/or retirement account will only be considered once. Complete and Submit: <ul style="list-style-type: none"> • Section A • Documentation showing source and amount of lump payment

[Section A: Required Documentation](#)

- Written statement detailing the specifics of your circumstances including any pertinent information that will help us better understand your particular situation
- **Signed** copy of **2017** IRS Federal Tax Return with all schedules
 - Non-filers must submit a signed document stating they will not file a **2017** tax return
- **2017** W-2 wage statements
- In cases of reduced income from child support, retirement, pension or workers compensation
 - Original **2016** benefit statement listing total amount received
 - Revised benefit statement listing updated amount to receive and effective date

