

**2025-2026 Special Circumstance Request – Dependent**

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

**Submitting an appeal does not guarantee an adjustment will be made to your financial aid package.**

Special consideration may be available if your family’s current financial situation is not accurately reflected by the 2023 tax information reported on your FAFSA. You must submit a signed detailed letter explaining the situation and required documentation as outlined below. All documents must be completed and received before the Special Circumstance Committee will review the request. **Please use black or blue ink.**

- Checklist for ALL appeals:**
- Parent(s) 2024 Federal Tax Return (signed), Schedule 1 and 3 (if applicable)
  - Signed letter detailing circumstance
  - Parent(s) most recent paystub(s)

**Section A: Criteria for Consideration** *Check all circumstances you would like to be considered and submit required documentation. The documentation listed below is not an inclusive list. Additional information may be requested on a case-by-case basis.*

<p><b>Death of parent</b></p> <p>Name of Deceased: _____ Date of death: ____/____/____</p> <ul style="list-style-type: none"> <li>• Death Certificate or Obituary</li> <li>• Parent(s) 2023 Federal Tax Return (signed), Schedule 1 and 3 (if applicable)</li> <li>• Parent(s) 2023 W2s</li> </ul>
<p><b>Parent divorce/separation</b></p> <p>Date of divorce/separation: ____/____/____</p> <p>Name of parent who will provide more than half of your financial support: _____</p> <p>Number in named parent’s family: _____ (include student, parent, any other dependent children, and other people living with the parent)</p> <ul style="list-style-type: none"> <li>• Divorce Decree or letter from attorney OR proof of separate residences             <ul style="list-style-type: none"> <li>▪ utility bills, mortgage statements, rental agreement etc.</li> </ul> </li> <li>• Parent(s) 2023 Federal Tax Return (signed), Schedule 1 and 3 (if applicable)</li> <li>• Parent(s) 2023 W2s</li> </ul>
<p><b>Parent is retired, unemployed for at least 8 weeks, or has a change in employment resulting in an income reduction</b></p> <p>Relationship: _____ Date: ____/____/____</p> <ul style="list-style-type: none"> <li>• Unemployment Documentation (if applicable)</li> <li>• Documentation of situation</li> </ul>
<p><b>Loss of benefits, such as unemployment, disability, social security, veterans, child support, or alimony</b></p> <p>Relationship: _____ Date: ____/____/____</p> <ul style="list-style-type: none"> <li>• Documentation of situation</li> </ul>
<p><b>Non-recurring payments received during the FAFSA tax year will not be repeated</b></p> <p>Type of Income: _____ Date: ____/____/____</p> <ul style="list-style-type: none"> <li>• Documentation of situation</li> </ul>

