



Financial Aid Office

## 2025-26 Special Circumstances

Student's Legal Name \_\_\_\_\_

Student ID Number \_\_\_\_\_ Phone \_\_\_\_\_

If your family's financial situation has changed from what was reported on the 2025-26 FAFSA, complete this form. If clarification of your situation is necessary, additional information or documentation may be requested. You must provide all requested documentation that is applicable. Failure to support your circumstances with evidence will result in your request being denied. **Submission of this form doesn't guarantee a favorable change in your financial aid eligibility. Please Note: Your request will only be processed if, submitted on or after July 1<sup>st</sup> and reduction changes your eligibility for Title IV.**

### What is a Special Circumstance?

A family's 2023 total income is used to determine eligibility for a student's financial need on the 2025-2026 FAFSA. However, there may be circumstances that could drastically change a family's financial situation. In such cases, we may use your family's 2024 income or expected 2025 income to determine your Pell Grant Eligibility calculation.

### CHECK appropriate box

**Person whose benefits were changed and/or lost:**    ☐ Self                      ☐ Spouse Name: \_\_\_\_\_  
☐ Parent 1 Name: \_\_\_\_\_                      ☐ Parent 2 Name: \_\_\_\_\_

### REQUIRED DOCUMENTATION BY CIRCUMSTANCE:

Reason(s) for Appeal: Select all that apply.	Submit:
<input type="checkbox"/> Legal separation or divorce. Effective date: _____	<ul style="list-style-type: none"><li>• Copy of the divorce decree/separation papers or evidence of separate living accommodations.</li></ul>
Death of a parent or spouse. Date of death: _____	<ul style="list-style-type: none"><li>• Copy of death certificate.</li></ul>
<input type="checkbox"/> Loss of job/reduction income in 2024 or 2025 Effective date: _____	<ul style="list-style-type: none"><li>• A letter of separation from employer on company letterhead (must include last day worked).</li><li>• If receiving unemployment, provide the benefit statement.</li></ul>
<input type="checkbox"/> Change in Income Effective date: _____	<ul style="list-style-type: none"><li>• Statement and supporting documentation of loss.</li><li>• Copies of 3 most recent pay stubs showing gross year to date income from each job.</li><li>• You may be required to submit 2025 Federal Tax Return</li></ul>

## REQUIRED DOCUMENTATION CHECKLIST

- |   |
|---|
| <input type="checkbox"/> 2025-2026 FAFSA  |
| <input type="checkbox"/> Copy of you and your parent(s) or you and your spouse's 2023 and 2024 W-2 forms.   |
| <input type="checkbox"/> Copy of you and your parent(s) or you and your spouse's Federal Income Tax Transcript for 2023 and 2024                    |
| <input type="checkbox"/> A typed, dated and signed letter detailing the date and reasons of your parent(s) or you and your spouse's loss of income. |
| <input type="checkbox"/> Complete and submit the 25-26 Verification Worksheet   |

**Please Note: Students submitting requests for changes of income that occurred after January 1, 2026 may be required to submit their 2025 Federal Tax Transcripts and W2's.**

### Certifications and Signatures

**Federal Warning:** Any person who knowingly makes a false statement or misrepresentation on all forms submitted shall be subject to a fine up to \$20,000 or imprisonment or both under provisions of the U.S. Code.

I declare under penalty of perjury that all information reported on this form and all the information reported on the 2025-2026 Free Application for Federal Student Aid which will be used to qualify for state and federal student aid is true, complete and accurate.

*I certify that I have read and understand all items on this form and all information provided for my financial aid is true and correct.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse/Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_