

2023-2024

Special Circumstances Income Reduction

You have indicated that your family has recently had a change in income and you are requesting special circumstances consideration. Please answer the following questions as they apply to you, and/or your spouse, and/or your parents. **You must provide a detailed explanation to support the item(s) you check on item #2 below. Forms submitted without a written explanation and proper documentation will not be reviewed until completed.** This decision made by the **Financial Aid Office will be final.**

1. Was your income and/or your spouse's or parents' income less in 2022 than in 2021 for any of the reasons listed in item #2 below?

_____ Yes _____ No

2. Please check the appropriate reason and explain, giving the date of the change in your situation.

_____ a. One-time income (examples: inheritance, moving expense allowance, back year Social Security payments, or IRA or pension distribution). Send verification of source, amount and provide detailed explanation of how funds were spent.

_____ b. Non-taxable income or benefits
Identify non-taxable income or benefits. Note: This is untaxed income or benefits you received in 2021, but completely lost in 2022. The untaxed income or benefit must be from a public or private agency, from a company, or from a person because of a court order. Send verification of source and amount. Also, write a detailed statement explaining type of benefit, amount received in 2021, and date benefit was terminated and why.

_____ c. Unemployment or change in employment
Note: If the loss of income was due to a plant closing or lay-off, and you or your spouse or your parent is considered a dislocated worker, attach a letter from the Employment Security Commission verifying the status. If you are a dependent student, give information about both parents unless they are separated or divorced--then give information about the parent you live with. If you are married, give information about you and your spouse. **Be very detailed and specific. Please attach copies of the 2022 tax return transcript for you and spouse or parent if applicable.**

_____ d. Divorce/separation
Note: If you or your parent are divorced or separated, give only your information or the information of the custodial parent. Attach a Divorce-Separation Form with appropriate signatures.

_____ e. Death of spouse or parent
Note: If the loss of income was due to the death of your spouse or parent, give only your information or the information of your surviving parent. Attach a copy of the death certificate.

_____ f. Disability of student, spouse, or parent
Attach detailed explanation of who is disabled, date the person became disabled and information on loss of income, if applicable.

_____ g. Other reason(s) for loss of income. Attach a detailed explanation of your circumstance and the date that it occurred.

Signature

Date

Parent Signature (If Dependent Student)

Date

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

