Student’s Name:  
Parent Name(s):  
Parent(s) daytime phone number:  
Parent(s) email address:  

STEP 1: REASON FOR FILING - Check the box for circumstance(s) that apply to you and submit the additional documentation as indicated for that circumstance. Be sure to review the second page.

☐ Loss of Employment, Reduced Wages
Parent wages in 2016 will be at least 10% less than in 2015 due to loss of job, change in employment, reduction in hours, or reduction in pay.
☐ 2015 Signed Parent Federal Tax Return or Transcript
☐ Last check stub(s) from previous and/or current employers, if applicable, for parents listed on the FAFSA
☐ Individuals with self-employment or other non-W2 income from the tax return need to document their financial changes in Step 2 of this form
☐ Letter from previous employer stating last date of employment
☐ Benefit or denial letter from unemployment. Benefit letter needs to include weekly and maximum benefit amounts.
☐ Severance information, if applicable

☐ Loss of Benefits
Student/Parent has lost some or all benefits
☐ Submit official documentation of benefit(s) lost

☐ Marital Separation / Divorce
Parents must live in separate residences
☐ 2015 Signed Parent Federal Tax Return or Transcript
☐ Documentation of separation, divorce, or verification of separate residences
☐ 2015 W-2 of custodial parent
☐ Documentation of child support, family support or maintenance support. Include support that is received or anticipated.

☐ High Medical/Dental Expenses
Eligible expenses are limited to medical and dental expenses not reimbursed through insurance or employer-sponsored cafeteria plans (HRA, HSA, health care flexible spending account, etc.). As a general rule, these expenses would need to exceed $3,500 before they would have the potential to impact a financial aid award.
☐ 2015 Signed Parent Federal Tax Return or Transcript
☐ Copy of Schedule A from the 2015 Federal Tax Return, if filed
☐ If expenses were not claimed on Schedule A, submit a listing of eligible expenses you paid out-of-pocket in 2015
☐ Last check stub(s) from employer for parent(s) listed on FAFSA (if a Schedule A is not submitted)
Step 2: Explanation of the Circumstance (Attach additional sheet if necessary) - REQUIRED

- **One-Time Income**
  - 2015 Signed Parent Federal Tax Return or Transcript
  - Provide documentation (if available) or an explanation and dollar amount of any one-time income received and what was done with that income

- **Private Elementary/Secondary School Tuition**
  - Submit tuition statement OR letter from the school indicating tuition charges minus financial aid and/or discounts for child(ren) at that school

- **Other Unusual Expenses**
  - Provide explanation and documentation of expense(s)
  - Examples of eligible expenses: Dependent care, elderly care, funeral expenses, legal expenses, etc. Consumer debt is not eligible for consideration under special circumstances.

Step 3: CERTIFICATION - I certify that the information accompanying this form is complete and correct to the best of my knowledge. If additional documentation is required, I will submit such documentation or my Special Circumstance Request will be denied. I also understand that if I give false or misleading information, I may be fined, jailed, or both. I understand that the Financial Aid Office may later request copies of my 2015 Federal Tax Transcripts or other documentation to verify the information submitted for my 2016-17 special circumstances request and adjustments may be made to my financial aid award at that time.

Parent signature ___________________________ Date ____________

Student signature ___________________________ Date ____________

Note: All appeals for the 2016-17 academic year must be submitted by March 1, 2017.