# Luther College

## 2018-2019 Dependent Student Special Circumstance Form

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Luther ID:</th>
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<tbody>
<tr>
<td>Parent Name(s):</td>
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**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

- **Current parent wages are at least 10% less than in 2016** due to loss of job, change in employment, reduction in hours, or reduction in pay. **Job losses will be considered after 30 days of unemployment.**
  - □ Most recent signed Parent Federal Tax Return or Tax Return Transcript from the IRS
  - □ 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

### □ Marital Separation / Divorce

- Parents must live in separate residences
  - □ Most recent signed Parent Federal Tax Return or Tax Return Transcript from the IRS
  - □ Documentation of separation, divorce, or verification of separate residences
  - □ Most recent 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 $3,000 before they would have the potential to impact a financial aid award.**
  - □ 2017 Signed Parent Federal Tax Return or Tax Return Transcript from the IRS
  - □ Copy of Schedule A from the 2017 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 2017
  - □ Last check stub(s) from employer for parent(s) listed on FAFSA (if a Schedule A is not submitted)

### □ Loss of Benefits

- Student/Parent has lost some or all benefits
  - □ Submit official documentation of benefit(s) lost
Step 2: Explanation of the Circumstance (Attach additional sheet if necessary) - REQUIRED

Note: All appeals for the 2018-19 academic year must be submitted by March 1, 2019.

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 2017 Federal Tax Transcripts or other documentation to verify the information submitted for my 2018-19 special circumstances request and adjustments may be made to my financial aid award at that time.

Parent signature  Date  Student signature  Date

Financial Aid Office  563.387.1018  800.458.8437  563.387.2241  finaid@luther.edu
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