



2023-2024 Special Circumstances

Name: _____ ctcLink ID: _____

The 2023-2024 financial aid awards are based on 2021 income and resources. We understand this information may not reflect your family’s current financial circumstances. Use this form to request an adjustment based on your/your family's special circumstances (ie: loss of a job, etc). See Section 2 below for a list of possible special circumstances. In some cases, special circumstances may qualify for an adjustment to reflect a student's situation more accurately using 2023 or 2024 (if submitting this form after January 1, 2024) income and resources. Special circumstances are usually reserved for students and their families that have experienced involuntary reductions in income (ie: you did not quit your job to attend school).

*Note: if you are requesting an adjustment to your dependency status based on a unique situation (ie: refugee or asylee status, parental abuse or abandonment, incarceration, human trafficking) please use the 2023-2024 Unusual Circumstances form.

In accordance with federal regulations, all appeal decisions are at the discretion of the Financial Aid Office and are final. Any changes to financial aid awards will be contingent on the type of funds available. Allow up to 4-6 weeks for processing. This may vary depending on the time of the year and volume of requests our office receives.

SUPPORTING DOCUMENTATION IS REQUIRED.

Partially filled out forms, or incomplete documentation will result in a delay or denial of your request.

Section 1:	Who had a reduction of income?
<input type="checkbox"/> Student	<input type="checkbox"/> Parent 1 (father/mother/stepparent)
<input type="checkbox"/> Student’s Spouse	<input type="checkbox"/> Parent 2 (father/mother/stepparent)

Section 2:	What is the special circumstance?
<input type="checkbox"/> Change in employment status, income, or assets (example: reduced hours, laid off, retirement)	<input type="checkbox"/> Medical, dental or nursing home expenses
<input type="checkbox"/> Separation or divorce	<input type="checkbox"/> Tuition expenses at an elementary or secondary school
<input type="checkbox"/> Death of spouse/parent(s)	<input type="checkbox"/> Child or dependent care expenses
<input type="checkbox"/> Change in housing status (example: homelessness)	<input type="checkbox"/> Severe disability of the student or other member of the student's household
	<input type="checkbox"/> Other changes that impact student's costs or ability to pay for college

Section 3:	Required Documents
<ol style="list-style-type: none"> <u>Letter of explanation.</u> In your own words, explain in detail the reason(s) for the reduction in income. Be specific, use names, dates and dollar amounts whenever possible. Please note: Recalculations are usually reserved for students and their families that have experienced involuntary reductions in income. <u>Proof of situation.</u> Submit documentation to verify your situation. Examples include, but are not limited to: your/your spouse/parents most recent pay stubs for yearly income, verification of other sources of income (child support, L&I or VA disability payments, etc), unemployment benefits statement or termination notice, retirement or layoff notice, written statement from employer regarding change or reduction in employment, physician’s disability statement, legal separation agreement, divorce decree, court documents regarding termination of child support, social security benefit termination notice, death certificate, or obituary notice. 	

Section 4: Student Certification

I understand that special circumstances appeals may take up to 4-6 weeks to review and process and my appeal will not be processed if all required documentation is not provided. By signing this form, I certify that the information provided in this application and other financial aid documents is true and correct to the best of my knowledge. If requested, I agree to provide documentation to support the information I have provided on this form. I understand that purposely giving false or misleading information may result in fines, imprisonment, or both.

This form must be signed with a pen or electronic signature. Typed signatures will not be accepted.

Student Signature: _____

Date: _____

Parent Signature: _____

(if applicable)

Date: _____

*******Section Below is for Office Use Only*******

Student's financial need has not increased. No data changes have been made, and the Financial Aid computer system reflects the most recent SAR data.

Based on professional judgment, the student's financial need has increased. The Financial Aid computer system reflects changes to the income data, and the SAR has been submitted for reprocessing , if required.

Original EFC: _____ Transaction #: _____

Revised EFC: _____

FAA Adjustment Flag selected _____

The following changes were made by professional judgment:

	Student/Spouse		Parent(s)
Student income from work	\$ _____	Parent 1 income from work	\$ _____
Spouse income from work	\$ _____	Parent 2 income from work	\$ _____
AGI	\$ _____	AGI	\$ _____
Taxes paid	\$ _____	Taxes paid	\$ _____
Worksheet A	\$ _____	Worksheet A	\$ _____
Worksheet B	\$ _____	Worksheet B	\$ _____

Notes:

FA Staff Signature: _____

Date: _____