



2026-2027 Special Circumstance Request Form

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| Student Name: | Student ID: |
| Email: | Phone: |

Your financial aid for the **2026-2027** academic year is based on **2024** income information. If you and/or your parent(s) feel as though you have a circumstance that has changed since the 2024 Tax Period and/or have a situation that differentiates the individual student from a group of students rather than conditions that exist across a group of students, then you may be eligible to apply for a Professional Judgment.

The following are examples of scenarios that may be eligible for a reevaluation of eligibility:

- Loss of income due to loss of employment or reduction in salary
- Death of a Parent or Spouse
- Divorce or Legal Separation
- One-Time/Non-Recurring Income
- Medical or Dental expenses paid out of pocket and not covered by medical or dental insurance during a single, recent year
- Dependency Override
- More than 1 child attending college

Note, the following scenarios may not be considered for a reevaluation of eligibility:

- Loss of overtime or bonus income
- Fluctuations in self-employment or business income, although exceptions may be made in the case of businesses impacted by COVID-19
- Bankruptcy, foreclosure, or collections cost associated with outstanding debts
- Consumer debt such as credit cards, car payments, mortgage, and other loans
- Payments on back taxes owed to the IRS
- Lottery or gambling winnings or losses

| Check | Circumstance or Event | Required Supporting Documentation |
|-------|---|--|
| | <p style="text-align: center;">Significant loss of income due to termination or involuntary separation from employer (Current income is significantly lower than the income reported on 2024 Income Tax forms)</p> | <ul style="list-style-type: none"> • 2024 Federal Income Tax Returns (unless IRS DRT was used on FAFSA) • Copy of three most recent pay stubs for student and/or parent • Termination, Furlough, or Reduction-in-Force notification from employer • Severance Statement (if applicable) • Unemployment Benefits Statement (if applicable) |
| | <p style="text-align: center;">Death of Parent or Spouse (If 2024 Income Tax data reflects income from a now deceased member of the household)</p> | <ul style="list-style-type: none"> • 2024 Federal Income Tax Returns • W-2 Income Statements • Death Certificate • Copy of three most recent paystubs for student and/or parent |

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| | <p align="center">Divorce or Separation</p> <p>(If 2024 Income Tax data reflects joint income from a partner or parent who has since been divorced or legally separated and no longer contributed to household income)</p> | <ul style="list-style-type: none"> • Divorce Decree • Legal Separation documentation and proof of current separate residences • 2024 Federal Income Tax Returns • W-2 Income Statement from student and/or parent |
| | <p align="center">One-time/Non-Recurring Income</p> <p>(Income that was on the 2024 Income Tax Forms but was from a 1-time event and not an annual part of total income)</p> | <ul style="list-style-type: none"> • Clarification of what the 1-time/non-recurring income was in reference to • Documentation such as IRA Distribution docs, Bill of Sale from the sale of property, and/or Form 1099 |
| | <p align="center">Medical Expenses</p> <p>(Must be more than 10% of Adjusted Gross Income)</p> | <ul style="list-style-type: none"> • Documentation of outstanding/prior year medical bills <i>not</i> reimbursed or paid by insurance • Explanation of special circumstances |
| | <p align="center">Dependency Override</p> <p>(Dependent-to-Independent status change)</p> | <ul style="list-style-type: none"> • Contact the Financial Aid Office for more information on completing a separate Dependency Override Request Form and a listing of all required documentation to request a Dependency Override. |
| | <p align="center">Number of Dependents in College</p> <p>(Parents have multiple children attending college at the same time)</p> | <ul style="list-style-type: none"> • Documentation required from additional college: • Proof of current enrollment (class schedule, enrollment agreement, and/or attendance records) • Proof of students Cost of Attendance • Proof of Award Letter to reflect all awarded Federal Grants, Scholarships, and Institutional Aid • Proof of denied Parent PLUS Loan • Number in College PJ Application Form |

Statement of Event

Please use the space below to explain any information on this form or expand upon your family's circumstances. All supporting/required documentation should be attached to this application and submitted together in one submission. Please ensure you have attached all required documentation. Incomplete requests will be denied.

Student Certification

I/We certify that the information provided on this form as well as all attached supporting documentation is accurate and complete as of this date. I/We understand that the request for a financial aid re-evaluation is not guaranteed to result in a change to my financial aid eligibility and does not release me from payment of any balance due on my student account.

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| Student Signature: | Date: |
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| Parent Signature: | Date: |
|-------------------|-------|

Office of Financial Aid

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| Director: | Date: | Approved | Denied |
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