Special Circumstances Appeal for DEPENDENT Student Instructions

Special Circumstance appeals will be reviewed for fall semester July 1, 2016 through October 31, 2016 and for spring semester January 1, 2017 through March 31, 2017.

You may complete the Special Circumstances Appeal form if you are a dependent student whose parent’s current financial situation is not accurately reflected by their 2015 tax information. Your family’s 2015 income is used to assess your financial need for the 2016-2017 school year, in accordance with federal laws and regulations. If your family’s income is lower due to special circumstances, a financial aid administrator may be able to use estimated year 2016 income to calculate financial need. This financial situation may be due to loss of employment, separation, divorce, or death of a parent, unusual out of pocket medical expenses, or other circumstances. Your appeal is complete only when you submit documentation that supports your circumstance to the Financial Aid Office. Your appeal will not be considered until all necessary documents have been submitted.

**YOU MUST ALSO SUBMIT A PERSONAL STATEMENT DESCRIBING THE CIRCUMSTANCE.**

Select one category from the following list that most closely describes your special circumstance. Read the description carefully and attach all of the documentation requested under that category.

- **Separation, divorce, or death**
  You have already filed your annual Free Application for Federal Student Aid (FAFSA) and since that time, your parents have become separated, divorced or a parent has died.
  You must provide copies of all of the following that apply to your circumstances:
  - legal separation papers or divorce decree
  - death certificate

- **Tuition expenses for private elementary or secondary education**
  Your parent(s) pay elementary or secondary school tuition for a member of your family during the 2016-2017 academic year at a PRIVATE elementary or secondary school.
  You must provide copies of the following:
  - school’s enrollment contact that includes name(s) of your parent’s children enrolled during the academic year 2016-2017, tuition cost, and the amount of any scholarships that subsidize tuition.

- **Loss or reduction of employment**
  Your parent earned money in 2015 and has had reduction in hours (loss of overtime compensation will not be considered), or has lost employment for at least 10 weeks in 2016 that has resulted in a reduction of wages. Ten (10) weeks must have passed prior to submission of this appeal for either circumstance. APPEALS SUBMITTED BEFORE TEN (10) WEEKS WILL NOT BE PROCESSED. You must provide copies of all the following:
  - written verification from the former employer(s) indicating start and end dates of employment or reduction of hours, the amount received for earnings, and any severance pay, vacation, or retirement payout;
  - a written statement from your parent’s current or future employer(s) that indicates his/her expected gross earnings for the calendar year 2016. Include copies of your parent’s two most recent pay stubs.
  - eligibility forms that indicate dates and amount of unemployment benefits.
Loss of taxed/untaxed income or benefit
You and/or your spouse received unemployment compensation, or other taxed or untaxed income or benefit in 2015, and have completely lost that income or benefit for at least 10 weeks in the calendar year 2016. Ten (10) weeks without compensation must have passed prior to your submission of this appeal. Appeals submitted before 10 weeks will not be accepted. The untaxed income or benefit must be from a public or private agency, a company, or from a person due to court order. (Do not include loss of veteran benefits). Income and benefits include: Social Security Benefits, Supplemental Security Income (SSI), child support, untaxed retirement or disability benefits, welfare benefits, etc.
You must provide copies of all of the following:
- contracts, agency notices, or legal papers that indicate the date your taxed/untaxed income or benefit was terminated, what amount of income came from that source, and how that income was used.

Loss of one-time income
You and/or your spouse received a one-time income in 2015 that will not occur in 2016 (e.g. rollover into a Roth IRA, moving expense allowance, back-year Social Security payments, or a divorce settlement).
Special circumstances consideration will not be given if this one-time income is a result of an inheritance, job bonus or overtime compensation, gambling winnings, pension, capital gain, insurance settlements, or early distributions of retirement accounts.
You must provide copies of the following:
- contracts, agency notices, or legal papers that indicate the date your one-time income was terminated, what amount of income came from that source, and how that income was used

Unusual, unreimbursed out of pocket medical care expenses
NOTE: Only expenses already paid directly by you will be considered.
Unexpected/nonrecurring out of pocket medical expenses—You and/or your spouse have paid for unusual or unexpected nonrecurring medical expenses for a member of your household that are not reimbursed. Only those costs not covered by insurance or another agency may be considered.
The payment of insurance premiums, regular health maintenance, and routine expenses such as eyeglasses, birth control prescriptions, and elective or cosmetic procedures (e.g., orthodontic braces) are not considered unusual medical expenses and will not be considered for the Special Circumstances appeal.
You must provide copies of the following:
- statement from a health care provider that documents the unusual condition
- receipts that demonstrate payment of medical treatment for this condition

Tuition expenses for private elementary or secondary education
You and/or your spouse pay elementary or secondary school tuition for a member of your family During the 2016-2017 academic year at a PRIVATE elementary or secondary school.
You must provide copies of all of the following:
- school’s enrollment contract that includes name(s) of your children enrolled during the academic year 2016-2017, tuition cost, and the amount of any scholarships that subsidize tuition.