

# 2024-2025 Special Circumstance Request Form



Name: \_\_\_\_\_

SU I.D.: \_\_\_\_\_

Return to:

Email: [finaid-speccirc@ship.edu](mailto:finaid-speccirc@ship.edu)

This request is to adjust the income reported on the 2024-2025 Free Application for Federal Student Aid (FAFSA) due to change of circumstances during the calendar year 2023. **If you are a PA resident, you should also notify PHEAA of your special condition by calling 1-800-692-7392.**

Step 1: All students will be put into verification status and MUST submit the following documentation listed below, regardless of their reason for filing a Special Circumstance Request: \* **Please use Black Ink only.**

<i>Dependent Students</i>	<i>Independent Students</i>
<ul style="list-style-type: none"><li>✓ 2024-2025 Dependent Verification Form</li><li>✓ Copy of your 2022 <u>signed</u> Federal 1040 Income Tax Return (if filed) including all W-2s</li><li>✓ Copy of your parents' 2022 <u>signed</u> Federal 1040 Income Tax Return including all W-2s</li></ul>	<ul style="list-style-type: none"><li>✓ 2023-2024 Independent Verification Form</li><li>✓ Copy of your 2022 <u>signed</u> Federal 1040 Income Tax Return including all W-2s</li></ul>

Step 2: In addition, students MUST provide the appropriate documentation for the specific special circumstance:

\_\_\_\_\_ **Loss of Employment/Unemployment/Retirement/Disability/Benefit:** Student/Spouse/Parent was working/had a benefit during 2022, but in 2023 worked fewer hours, was unemployed, or the benefit had ended. The following documentation is required from the affected household member:

- ✓ 2023 Signed Federal 1040 Income tax return
- ✓ 2023 Wage and Income Statement (W-2's, 1099's)

\_\_\_\_\_ **Separation/Divorce/Marriage:** Student/Parent was separated when the FAFSA was filed but marked "married" or parent was divorced/separated or married after the FAFSA was filed.

\*The following documentation is required:

- ✓ Court documentation verifying legal separation or divorce or proof of separate residences (i.e. copy of a bill/lease)
- ✓ Marriage Certificate/Divorce Decree/Separation paperwork

\_\_\_\_\_ **Death of a Parent or Spouse:** Parent/Spouse passed away after the FAFSA was filed. The following documentation is required:

- ✓ Copy of death certificate

\_\_\_\_\_ **Other Unusual Expenses:** This includes unusually high unreimbursed medical/dental expenses, care of an elderly family member, dependent child tuition expenses or unusually high child care expenses. The following documentation is required:

- ✓ Copy of bills AND receipts of payments

Name: \_\_\_\_\_

S.U.I.D.: \_\_\_\_\_

Step 3: Write your request below or attach letter explaining, in detail, the reason for your request. (Dates of unemployment must be provided if that is your reasoning)

**Certification Statement:**

All of the information is true and complete to the best of my knowledge. If asked, I agree to provide further proof of the information I have given on this form.

**WARNING:** If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Dependent Student)

\_\_\_\_\_  
Date