

2023-2024 Special Circumstance Request Form



Name: _____

SU I.D.: _____

Return to:

Email: finaid-speccirc@ship.ed

This request is to adjust the income reported on the 2023-2024 Free Application for Federal Student Aid (FAFSA) due to change of circumstances during the calendar year 2022. **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 MUST submit the following documentation, regardless of their reason for filing a Special Circumstance Request: ***Even if you linked your taxes with the IRS, we must have a copy of the 2021 signed Federal 1040 Income Tax Return to facilitate an income change. Please use Black Ink only.**

<i>Dependent Students</i>	<i>Independent Students</i>
<ul style="list-style-type: none">✓ 2023-2024 Dependent Verification Form✓ Copy of your 2021 signed Federal 1040 Income Tax Return including all W-2s✓ Copy of your parents' 2021 signed Federal 1040 Income Tax Return including all W-2s	<ul style="list-style-type: none">✓ 2023-2024 Independent Verification Form✓ Copy of your 2021 signed Federal 1040 Income Tax Return including all W-2s

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 2021, but in 2022 worked fewer hours, was unemployed, or the benefit had ended. The following documentation is required from the affected household member:

- ✓ 2022 Signed Federal 1040 Income tax return
- ✓ 2022 Wage and Income Statement (W-2's, 1099's)

_____ **Deduction of One-Time Payment:** Student/Spouse/Parent received a one-time payment (pension, IRA, annuities, gambling winnings, settlement, etc.) The following documentation is required:

- ✓ Documentation/receipts of where payment was spent

_____ **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

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

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