

The following form may be used by a student or parents who feel they have special circumstances which are not represented on the Free Application for Federal Student Aid (FAFSA). The related circumstances **must** also reflect an economic hardship that happened beyond one's control. While the federal government permits the additional review it is important to understand there will be a further processing delay and no guarantee of a favorable outcome.

The Department of Education requires our office to first complete a federal verification process to ensure the FAFSA was completed correctly. In addition to the separate documentation of circumstances to be reviewed all such requests must also include the following items.

- Complete the 2018-19 FAFSA using the IRS Data Retrieval Tool or submit an IRS Tax Return Transcript
- Submit the "2018-19 Household Information Form"
- Submit other verification forms to assist with our internal review, as requested
- Provide a separate signed/dated narrative of circumstances including significant dates

As a Financial Aid Office we support this student option and will review each request once the appropriate steps are taken and all supporting documentation is received. Please indicate the condition you wish to have reviewed below or select the option marked "Other."

_____ Loss of Unemployment _____ Change of Income _____ Medical/Dental Expense
 _____ Death of family member after FAFSA submission _____ Other Circumstances

Income Data for Calendar Year 2018

(COMPLETE ALL INFORMATION PERTAINING TO YOUR HOUSEHOLD)

DATA MUST BE COMPLETED FOR THE REQUEST TO BE REVIEWED

Sources of Income	Student Actual Income Earned 1/1/18 through today	Student Projected Income from today through 12/31/18	Spouse/Parent Actual Income Earned 1/1/18 through today	Spouse/Parent Projected Income from today through 12/31/18
Wages, Salaries & Tips	\$	\$	\$	\$
Severance Pay	\$	\$	\$	\$
Unemployment Benefits	\$	\$	\$	\$
Interest Income	\$	\$	\$	\$
Pension	\$	\$	\$	\$
Child Support	\$	\$	\$	\$
Social Security Benefits	\$	\$	\$	\$
Interest Income	\$	\$	\$	\$
Other Income	\$	\$	\$	\$

Student Signature

Date

Spouse/Parent Signature

Date

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