



2024-2025 Request for Special Circumstance Review

Your 2024-2025 FAFSA determined you are eligible for no-need based financial aid according to your Student Aid Index (SAI). If there were circumstances in your household since 2022 that changed and could affect your eligibility, you may appeal. The Office of Financial Aid will re-evaluate the circumstance and documentation that you submit to support this. Once you submit the documentation, if approved, the office make corrections to your FAFSA. When the review is final, a new evaluation of your Federal financial aid will determine your updated eligibility.

Last Name

First Name

Student ID #

Deadline: **Fall – December 16, 2024**
 Spring – May 12, 2025

Instructions: Select the unusual circumstances that occurred, complete, & sign the form. Be sure to submit the documentation needed to support your situation.

- Loss of Income or Change of Employment
- Divorce or Separation
- Death (i.e.: family member, parent, spouse, etc.)
- Disability (i.e.: student, family member, parent, spouse, etc.)
- Loss of Benefits (i.e.: medical, childcare, housing, etc.)
- Unreimbursed Medical Expenses
- Childcare, Elementary, or Secondary School Tuition
- Declared State of Emergency Expenses
- Other

Dependent Students - Extenuating circumstances may apply to you, your parent(s), or guardian(s).

Independent Students - Extenuating circumstances may apply to you, your spouse or your partner.

A student must submit all 2024-2025 document requests, if applicable, before a Special Circumstance Review can be completed. The Office of Financial Aid is required to obtain relevant documentation of the circumstances to make any adjustments to eligibility. Failure to provide this documentation will result in your request being denied. Continue to check your Mercer email and portal for updates. You will receive a decision within 14 business days.

Each person signing this form certifies that all information reported on it is complete and correct.

Student Signature

Date

Parent Signature (if Dependent)

Date

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

| Circumstance | Explanation | Documentation Needed |
|---|---|---|
| Loss of Income or Change of Employment | 1. Name of Person: _____ 2. Relationship to Student: _____ 3. Date: _____ 4. Income earned in 2023: _____ 5. Income earned in 2024: _____ 6. Unemployment in 2023: _____ 7. Unemployment in 2024: _____ | <ul style="list-style-type: none"> • 2023 Tax Return & W2 • Last Pay Stub from Work • Unemployment Stub(s) |
| Divorce or Separation | 1. Name of Person: _____ 2. Relationship to Student: _____ 3. Date: _____ | <ul style="list-style-type: none"> • Divorce Degree • Proof of Separate House Expenses in 2023 &/or 2024 (mortgage/rent bill or utilities bill) |
| Death | 1. Name of Person: _____ 2. Relationship to Student: _____ 3. Date: _____ | <ul style="list-style-type: none"> • Obituary <i>or</i> • Death Certificate |
| Disability | 1. Name of Person: _____ 2. Relationship to Student: _____ | <ul style="list-style-type: none"> • I.E.P. • 504 Plan • Medical Certification • Costs Incurred in 2023 & 2024 |
| Loss of Benefits | 1. Name of Person: _____ 2. Relationship to Student: _____ 3. Date: _____ | <ul style="list-style-type: none"> • Agency Notification • Annual Amount of Benefit in 2023 &/or 2024 |
| Unreimbursed Medical Expenses | 1. Name of Person: _____ 2. Relationship to Student: _____ | <ul style="list-style-type: none"> • Invoice(s) • Amount of Expense(s) in 2023 &/or 2024 |
| Childcare, Elementary, or Secondary School Tuition | 1. Name of Person: _____ 2. Relationship to Student: _____ | <ul style="list-style-type: none"> • Invoice(s) • Amount of Expense(s) in 2023 &/or 2024 |
| Declared State of Emergency Expenses | 1. Date: _____ | <ul style="list-style-type: none"> • Invoice(s) • Amount of Expense(s) in 2023 &/or 2024 |
| Other | 2. Name of Person: _____ 3. Relationship to Student: _____ 4. Date: _____ | <ul style="list-style-type: none"> • Amount of Expense(s) in 2023 &/or 2024 |