# 2026-2027 Special Circumstance Review Request

## A. Guidelines for Special Circumstances Review Requests

The Free Application for Federal Student Aid (FAFSA) requires students and parents of dependent students to provide financial information from a prior year. The Financial Aid Office recognizes that special circumstances may arise that result in the reduction of a household's income or the addition of or increase in extraordinary expenses and that the financial information provided may no longer accurately reflect a household's current ability to finance a student's education. Students have the right to request a Special Circumstance Review if they believe one of these situations applies. The Financial Aid Office has the discretion to revise a student's FAFSA with more recent financial information or to revise a student's Cost of Attendance if a student's circumstance(s) fall within an approved category and the student provides sufficient documentation.

The categories listed below are some examples of extenuating circumstances that **may** be sufficient to warrant a Special Circumstance Review. This chart is for informational purposes only; other valid circumstances may exist, and circumstances listed below may still be insufficient for a Special Circumstance Review to be approved. The documentation listed for each circumstance is intended as an example only; each case is unique, and the Financial Aid Office may, at their discretion, request other documents.

| Category | Condition | Documentation |
|---|---|---|
| **UNEMPLOYMENT OR REDUCTION OF WAGES** | Student, spouse, or parent who earned money in year used for FAFSA has since lost his/her job.<br><br>Student, spouse, or parent who worked full time in year used for FAFSA has since involuntarily stopped working full time. | Notice from employer of termination/employment status change, last pay stub showing YTD earnings, letter of unemployment showing approval/denial of benefits, unemployment online screen print, more recent year Federal Tax Return Transcript. |
| **SEPARATION OR DIVORCE** | Student or student's parents have separated or divorced since the year used for FAFSA. | Copy of Divorce Decree, separation agreement, proof of separate addresses, (i.e. rental contracts and/or utility bills). |
| **DEATH** | Spouse or parent who worked in year used for FAFSA has died. | Death certificate, proof of income generated by the deceased. |
| **DISABILITY** | Student, spouse or parent has been unable to earn money in the usual way due to disability. | Proof of disability, proof of YTD earnings, pay stubs of disability checks. |
| **ONE-TIME INCOME** | Student, spouse, or parent received income in year used for FAFSA which cannot reasonably be expected to be received in current year and the funding is not available for educational expenses. | Proof of the nonrecurring nature of the income such as gain from sale of home to purchase another, a 401K or IRA transfer or rollover, plus current status of the funds (deposited, spent, etc.). |
| **LOSS OF TAXABLE OR UNTAXED BENEFITS** | Student, spouse, or parent who received unemployment benefits or some untaxed income or benefit in year used for FAFSA has since lost that income. | Letter/notice from agency indicating benefits have been terminated, unemployment online screen print. |
| **ELEMENTARY/SECONDARY SCHOOL EXPENSE** | Student or parent is paying for elementary or secondary school tuition for your children or your siblings in current year. | Itemized bill or copy of contract from school with **proof of payment** such as cancelled checks. |
| **UNREIMBURSED MEDICAL EXPENSES** | Student or parent paid medical/dental bills not covered by insurance since the year used for FAFSA. | Cancelled checks or receipts or a summarized list with dates and amounts paid. |