



**DOCUMENTS REQUESTED**

Please provide the following documentation based on your circumstances to complete the request.

NOTE: The request will not be reviewed until ALL information is received.

Check Reason	Reason for Request	2021 Documentation	2022 Documentation
	<p><b>Loss of Employment or Significant Reduction of Wages</b></p> <ul style="list-style-type: none"> <li>• <u>Dependent Students</u>: You or parent(s) income earned is less than that earned in 2020</li> <li>• <u>Independent Students</u>: You and/or your spouse's income earned in the above years is less than that earned in the base year on the FAFSA</li> </ul>	<ul style="list-style-type: none"> <li>• 2020 &amp; 2021 IRS Tax Return Transcript for all</li> <li>• 2020 &amp; 2021 IRS W-2 or Wage Transcript for all</li> <li>• Termination notice from employer (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• 2020 IRS Tax Return Transcript for all</li> <li>• 2020 IRS W-2 or Wage Transcript for all</li> <li>• Last pay stub detailing Year-to-Date earnings for all</li> <li>• Termination notice from employer (if applicable)</li> <li>• 2022 Unemployment Benefit History</li> <li>• 2022 Severance Pay</li> </ul>
	<p><b>Divorce after FAFSA submission</b></p> <ul style="list-style-type: none"> <li>• <u>Dependent Students</u>: Your parents separated or divorced after submitting the FAFSA</li> <li>• <u>Independent Students</u>: You and your spouse separated or divorced after filing the FAFSA</li> </ul>	<ul style="list-style-type: none"> <li>• 2020 &amp; 2021 IRS Tax Return Transcript for all</li> <li>• 2020 &amp; 2021 IRS W-2 or Wage Transcript for all</li> <li>• Divorce decree, Separation agreement or Proof of separate address</li> </ul>	<ul style="list-style-type: none"> <li>• 2020 IRS Tax Return Transcript for all</li> <li>• 2020 IRS W-2 or Wage Transcript for all</li> <li>• Last pay stub detailing Year-to-Date earnings for all</li> <li>• Divorce decree, Separation agreement or Proof of separate address</li> </ul>
	<p><b>Death after FAFSA Submission</b></p> <ul style="list-style-type: none"> <li>• <u>Dependent Students</u>: A parent has died after submitting the FAFSA</li> <li>• <u>Independent Students</u>: Your spouse has died after filing the FAFSA</li> </ul>	<ul style="list-style-type: none"> <li>• 2020 &amp; 2021 IRS Tax Return Transcript for all</li> <li>• 2020 &amp; 2021 IRS W-2 or Wage Transcript for all</li> <li>• Applicable death certificate or obituary</li> </ul>	<ul style="list-style-type: none"> <li>• 2020 IRS Tax Return Transcript for all</li> <li>• 2020 IRS W-2 or Wage Transcript for all</li> <li>• Last pay stub detailing Year-to-Date earnings for all</li> <li>• Applicable death certificate or obituary</li> </ul>
	<p><b>One Time Lump Sum Payment Received</b></p> <ul style="list-style-type: none"> <li>• <u>Dependent Students</u>: You or parent(s) received a lump sum payment in 2020 and will not receive the payment in the future</li> <li>• <u>Independent Students</u>: You and/or your spouse received a lump sum payment in 2020 and will not receive the payment in the future</li> </ul>	<ul style="list-style-type: none"> <li>• 2020 &amp; 2021 IRS Tax Return Transcript for all</li> <li>• 2020 &amp; 2021 IRS W-2 or Wage Transcript for all</li> <li>• Documentation showing the lump sum payment received and what it is from</li> </ul>	<ul style="list-style-type: none"> <li>• 2020 IRS Tax Return Transcript for all</li> <li>• 2020 IRS W-2 or Wage Transcript for all</li> <li>• Last pay stub detailing Year-to-Date earnings for all</li> <li>• Documentation showing the lump sum payment received and what it is from</li> </ul>
	<p><b>Other Circumstance</b> You, or someone in your household, has experienced a situational change that has significantly impacted your household income.</p>	<ul style="list-style-type: none"> <li>• 2020 &amp; 2021 IRS Tax Return Transcript for all</li> <li>• 2020 &amp; 2021 IRS W-2 or Wage Transcript for all</li> <li>• Any applicable documentation to demonstrate the financial change</li> </ul>	<ul style="list-style-type: none"> <li>• 2020 IRS Tax Return Transcript for all</li> <li>• 2020 IRS W-2 or Wage Transcript for all</li> <li>• Last pay stub detailing Year-to-Date earnings for all</li> <li>• Any applicable documentation to demonstrate the financial change</li> </ul>

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

**STATEMENT OF CERTIFICATION**

All of the information on this form is true and complete to the best of my knowledge. If requested, I agree to provide further documentation to substantiate the information provided. I understand that if this form is approved that the financial aid administrator at my college will report the changes to the Central Processing System by reporting a professional judgement correction to my FAFSA on my behalf.

I/We understand that all special circumstances are reviewed on a case-by-case basis and make take several weeks to process. This written request does not guarantee approval and/or may not ultimately result in an actual change of the financial aid already offered.

WARNING: If you purposely give false or misleading information on this form, you may be fined, sent to prison, or both.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature (required for dependent students):** \_\_\_\_\_

**OFFICE USE ONLY:**

Decision Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Financial Aid Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_