

2020-21 Special Circumstance Form

Student Name _____ TLU ID # _____

Student Cell # (_____) _____ Student Email _____

Parent Name(s) _____

Parent Daytime # (_____) _____ Parent's Email _____

Special circumstances may exist which are not reflected on the 2020-21 Free Application for Federal Student Aid (FAFSA). We will be verifying your 2020-21 FAFSA before starting a review of the documentation submitted with your request.

All students must submit the following:

- 2020-21 Verification Form
- Copies of 2018 IRS Tax Transcripts and W-2s for both student and parent.
- Requests made after March 1, 2020 must also include copies of 2019 IRS Tax Transcripts and W-2s.
- Letter explaining details of special circumstance not included below.

Income information will be revised to reflect either adjusted 2018 income or 2019 actual income. In rare situations, income information may be revised to reflect estimated 2020 income.

Please indicate the nature of the circumstances and provide the documentation requested for each one marked. Check all that apply:

____ Death of parent/spouse since filing the FAFSA.

- Copy of the death certificate.

____ Separation/Divorce since filing the FAFSA. Date occurred: ____/____/____

- If the separation/divorce occurred in 2018 or 2019 and you filed married joint tax return, a copy of your 2018 IRS Tax Transcript and W-2(s).
- If assets are reported on the FAFSA, documentation of the split of assets in the divorce. If no documentation is submitted, assets will be split 50/50.
- Children living with student's custodial parent.

Name	Age	Child Support Received/month	College Attending

____ Reduction of Wages. Date occurred: ____/____/____

- Copies of 2019 Federal Tax Transcript and W-2s.
- Copies of last two pay stubs.
- If reduction is the result of a change in jobs, then a copy of the final paycheck from job(s).

____ Unemployed for 10 weeks or more. Date occurred: ____/____/____

- Copy of termination letter (if applicable).
- Copy of unemployment benefits statement.
- If loss occurred in 2020, copy of last pay stub.
- If new job started, copy of two most recent pay stubs received.

____ Reduction/Loss of Child Support. Date occurred: ____/____/____

- Documentation that shows the date and amount of the reduction/loss.
- If you are still receiving child support for other children, also attach a copy showing the amount you receive for them.

____ One-time distribution of income. Date occurred: ____/____/____

- Documentation explaining the one-time distribution and what it was used for.

____ Elementary or Secondary tuition paid for a sibling in 2020.

- Copy of tuition bill that includes name of sibling and shows the amount of tuition and any scholarships received for the calendar year.

____ Parent enrolled at least half-time in a degree-seeking program.

- Copy of course registration/class schedule for fall 2020 and/or spring 2021.

____ Excessive out-of-pocket medical expenses.

- Copy of your 2018 Schedule A; OR
- Copies of medical expenses that were paid out-of-pocket (did not use a pre-tax flex-spending or health savings account to pay). Statements should show the name of the Doctor/Practice, name of the patient, and amount paid.
- If the excessive expenses occurred during the 2019 calendar year, then submit a copy of your 2019 Federal Tax Transcript including Schedule A.

____ Educational Loan Payments for parent or sibling. Loans must be in parent's name.

- Statement(s) showing the history of payments made in 2020. Statement must show the parent's name along with the dates and amounts of payments made.

____ Bankruptcy.

- Copy of the bankruptcy paperwork that shows the name of the person that filed bankruptcy, the amount of the payments, and the start and end dates of those payments. Students whose parents are currently in bankruptcy will be offered an extended Unsubsidized Direct Loan equal to the amount the student would receive should the parent be denied the Parent PLUS Loan.

____ Other.

- Written statement with a detailed explanation of the circumstance and supporting documentation.

Additional documentation may be requested once we have begun reviewing your request. Please comply with all requests in a timely manner. You can expect a response to your request within 5-7 working days of all documents being submitted.

Student Permissions:

____ I give the Office of Financial Aid permission to speak to my parent(s) _____ and _____ about this special circumstance, the documentation attached, and my FAFSA.

Student Signature _____ Date _____

Note: We also encourage you to give your parent(s) proxy access for UE Self-Service. This will allow them to see your financial aid status and the aid awarded.

Certifications:

I (We) understand that my 2020-21 FAFSA will be verified before the special circumstance request will be reviewed. This may cause my financial aid to be reduced. I further understand that the special circumstance(s) that I (we) have reported above may not result in additional financial aid being awarded.

I (We) certify that the information provided is true and complete to the best of my (our) knowledge.

Student Signature _____ Date _____

Parent Signature _____ Date _____