



**Office of Financial Aid**  
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**SCRF**  
**2008-2009**

**SPECIAL CIRCUMSTANCES REVIEW FORM**

_____		_____		_____
Student Applicant's Last Name		First Name		Middle Initial
_____		_____		_____
Street Address	City	State	Zip	Phone or Cell Phone #
_____		_____		_____
E-mail Address		SSN#		

**NOTE: YOU MUST FILE ( OR HAVE FILED) A 2008-2009 FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA0 OR RENEWAL FAFSA BEFORE YOUR APPEAL CAN BE CONSIDERED.**

This request is used to adjust the income reported on your 2008-2009 FAFSA due to a change in circumstance during the calendar or academic year. In order to make adjustments to the FAFSA data, we must verify the original data was reported accurately. Failure to submit required documentation will delay processing of this form. If you need assistance in completing this form, please contact us.

**IMPORTANT!!!!**  
**ALL SPECIAL CIRCUMSTANCES MUST BE EXPLAINED IN WRITING WITH APPROPRIATE SUPPORTING DOCUMENTATION. THE FOLLOWING HIGHLIGHTS APPROPRIATE DOCUMENTATION FOR EACH CASE. PLEASE GIVE SPECIFIC DATES AND REASONS AS TO WHEN AND WHY CHANGES OCCURRED AND LIST EVENTS IN CHRONOLOGICAL ORDER.**

Special Circumstance	Appropriate Documentation
<input type="checkbox"/> Loss/Reduction of Employment	<p><b>Student/Parent was working during 2007, but is now working fewer hours or is unemployed. Please note: we will not review a special circumstance due to loss of employment unless 3 mos. Have passed since the last date of employment</b></p> <p>* Include letter explaining change in circumstances            * Include last check stub(s) from previous employer            * Include letter from previous employer stating date of termination            * Include the latest statement of unemployment benefits received</p> <p>* Include benefit or denial letter from employment            * Include severance information, if applicable            * Include a signed copy of your 2007 1040 &amp; W-2's</p>
<input type="checkbox"/> Deduction of One-Time Payment	<p><b>Student/Parent received a ONE-TIME PAYMENT (pension, IA, annuities, gambling winnings, settlement, capital gains, etc.)</b></p> <p>* Include letter explaining change in circumstances            * Include explanation of how one-time payment was spent</p> <p>* Include a signed copy of your 2007 1040 and W-2's            * Include verification of the amount of the one-time payment</p>
<input type="checkbox"/> Separation or Divorce	<p><b>Parent filed 2007 joint return, but has since separated or divorced</b></p> <p>* Include letter explaining change in circumstances            * Include documentation verifying separation or divorce (attorney letter, court documentation, etc.)            * Include documentation verifying how assets were divided</p> <p>* If joint return was filed for 2007, include documentation to show how income was separated            * Include a signed copy of your 2007 1040 and W-2's</p>
<input type="checkbox"/> Death of a Parent	<p><b>Parent passed away after the FAFSA was filed.</b></p> <p>* Include letter explaining change in circumstances            * Include copy of Death Certificate            * If joint return was filed for 2007, include documentation to show separate sources of income</p> <p>* Include statement of death benefits received (amounts and duration)            * Include a signed copy of your 2007 1040 and W-2's</p>
<input type="checkbox"/> Unusual Medical/Dental Expenses	<p><b>Student/Parent has unusual medical/dental expenses not covered by insurance, or Dependent/Elderly Care expenses.</b></p> <p>* Include letter explaining change in circumstances            * Include copy of bill(s) AND receipt(s) of unreimbursed payments</p> <p>* Include a signed copy of your 2007 1040 and W-2's            * Include detailed breakdown of expenses (elderly care, medical, etc.) &amp; Schedule A of taxes if filed</p>
<input type="checkbox"/> Other Unusual Circumstances	<p>Student/Parent has other unusual circumstances not reflected in the FAFSA. The financial aid office can only consider adjustments to financial aid application data, so include as much numerical data as possible to explain your circumstance.</p> <p>* Include letter explaining change in circumstances            * Include any supporting documentation to verify your circumstances</p> <p>* Include a signed copy of your 2007 1040 and W-2's</p>