Request for Special Condition Consideration  
2022-2023

This form should be completed by any student who is requesting a review of their federal financial aid due to a special circumstance. The completed form must be accompanied by the supporting documentation. At any time, the Office of Financial Aid may request additional documentation to support your claim. Final decisions may occur as late as Spring 2023.

<table>
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<th>My special condition is best described by:</th>
<th>Required Documentation includes:</th>
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| Recent Unemployment (w/in the last year) | Signed personal statement from parent who is now unemployed  
Termination Letter from Employer  
Proof of year-to-date earnings (including but not limited to income from work, pension, Social Security, etc)  
Proof of Severance Pay/Package  
Copy of Unemployment Benefit Statement  
Copy of 2020 Federal Tax Return Transcript (can be requested at http://www.irs.gov/) and 2020 W-2 form(s)  
Copy of working spouse's last pay stub |
| Recent death of a parent (w/in the last year) | Copy of Death Certificate  
Copy of 2020 Federal Tax Return Transcript (can be requested at http://www.irs.gov/) and 2020 W-2 form(s) |
| Recent Divorce/Separation (w/in the last year) | Copy of 2020 Federal Tax Return Transcript (can be requested at http://www.irs.gov/) and 2020 W-2 form(s)  
Copy of Divorce Decree or Legal Separation Agreement detailing all pertinent information  
Proof of separate residence (Utility bills, lease, and mortgage statement for both) |
| Recent Student/Parent Disability | Copy of 2020 Federal Tax Return Transcript (can be requested at http://www.irs.gov/) and |
(w/in the last year) | 2020 W-2 form(s)  
|------------------|
| ❖ Letter from employer stating last date of active employment  
| ❖ Proof of current year-to-date earnings  
| ❖ Copy of working spouse’s most recent pay stub  
| ❖ Copy of documentation stating Worker’s Compensation benefits and/or Social Security Disability Benefits. Documentation must specify a start date, amount of benefits and length of benefits.  
| ❖ Medical documentation confirming expected date of return to employment.  

Independent Status | Notarized, signed personal statement detailing your situation and why you believe you should be considered as an independent student. The statement must include a description of the nature of your relationship with your parents and where they reside.  
|------------------|
| ❖ Notarized, signed statement from at least two (2) other parties who are knowledgeable about your situation. One party must be a figure of authority/professional (ex-attorney, clergy member, Social Worker, etc.)  
| ❖ Proof of how you support yourself.  

I/we certify that the information provided to support my appeal for special condition is true and accurate to the best of my knowledge. I/we agree to notify the Office of Financial Aid if any of the information submitted changes. I/we understand that the penalty for providing false information is a $10,000 fine, a prison sentence or both.

In addition, I/we understand that the request being made will be reviewed solely for potential changes to federal aid and institutional funds will not be changed.

_____________________________  ____________________  
Student’s Signature  Date  

_____________________________  ____________________  
Parent’s Signature or Student’s Spouse (if married)  Date  

For Office Use Only:  

_____Sufficient documentation has been submitted to support a special condition consideration.  
_____Additional documentation is required. Specify:  

Special Condition Status: _____Approved  
_____Denied  
Response Sent to Student:  
___________________________________________________  Action Taken: