



2021-2022 Request for Special Circumstances Form

Student's Name: _____ ID Number: _____

Please provide the documentation listed below based on your circumstances.

	If 2020 income is less than 2019 income
Loss of total or partial income due to reduction in hours, or loss of overtime; illness or injury; or unemployment.	<ul style="list-style-type: none"> • Signed copies of 2019 and 2020 IRS federal tax returns • 2019 and 2020 W-2s • Letter from employer verifying the situation; it must include (as applicable), the date of termination, the date the situation began or when it might end (i.e., new hourly/monthly/yearly rate, salary without overtime, Workmen's Compensation Benefits, Social Security Benefits, Long-Term Disability, etc.) • Copy of last paycheck stub(s) • Award letter from Unemployment Office stating the weekly benefit amount (if applicable)
Loss of income due to death.	<ul style="list-style-type: none"> • Signed copies of 2019 and 2020 IRS federal tax returns • 2019 and 2020 W-2s • Death certificate, obituary, or other documented proof of death
Divorce or separation	<ul style="list-style-type: none"> • Signed copies of 2019 and 2020 IRS federal tax returns • 2019 and 2020 W-2s • Copy of divorce decree, if applicable • Copy of court appointed legal separation, if applicable • Proof of separate addresses (i.e., lease, bills, etc.), a driver's license is not acceptable

EXPLANATION OF SITUATION (You may submit a typed page if we have not provided enough space.)

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. If either person purposely gives false or misleading information, he or she may be fined, be sentenced to prison, or both. Failure to submit the required documentation may result in a balance due.

Student Signature

Date

Parent's Signature
(A parent's signature is required for Dependent Students)

Date