



Special Circumstances Request Form 2022-2023

Please complete this form if you have extenuating circumstances that you believe should be considered in addition to the data provided on your Free Application for Federal Student Aid (FAFSA). A financial aid administrator may be able to use the documentation provided to recalculate financial aid eligibility. Process time for Special Circumstance request is 3-4 weeks from receipt of all required documents.

Special Circumstances — *Submit all documentation as requested. Missing or incomplete paperwork will delay process and can result in a denied request due to insufficient information. Transcripts are required even if the IRS data retrieval tool was used on the original FAFSA.*

- ____1. Reduction in income of at least \$10,000 in 2021 or 2022. It is our policy **not to consider** a reduction due to voluntarily leaving employment or reducing hours or reductions in overtime pay. Provide:
 - ☐ A detailed letter explaining your special circumstance. This must include dates, amounts, and the reason for the reduction of income (layoff, job change, going back to school, etc).
 - ☐ The 2022-2023 Verification Worksheet
 - ☐ Documentation of all unemployment benefits, severance and/or disability benefits
 - ☐ Signed 2020 and 2021 tax return copies/ tax transcripts or all W-2 forms if not required to file taxes
 - ☐ Documentation of 2022 year-to-date earnings from all employers (i.e. paystubs)

NOTE – Evaluation of reduction of 2021 income can be requested after January 1, 2022. Evaluation of reduction of 2022 income can be requested after July 1, 2022.
- ____2. Divorce or separation **after** submission of your original FAFSA. Provide:
 - ☐ A detailed letter explaining your special circumstance. This must include dates, explanation of divorce/separation arrangement, and impact on family finances with dollar amounts.
 - ☐ The 2022-2023 Verification Worksheet using names, ages, and relationship of family members the custodial parent will support between July 1, 2022 through June 30, 2023
 - ☐ Copy of legal divorce decree or separation order
 - ☐ Documentation such as lease, mortgage, etc. which shows two separate households
 - ☐ Copy of Custodial Parent's 2020 W-2 Forms
 - ☐ A signed 2020 tax return copy/ tax transcript or all W-2 forms if not required to file taxes
- ____3. Death of a parent or spouse **after** the submission of your original FAFSA. Provide:
 - ☐ A detailed letter explaining your special circumstance. This must include dates and all information that impacts family finances with dollar amounts.
 - ☐ The 2022-2023 Verification Worksheet
 - ☐ Copy of death certificate
 - ☐ Copy of Surviving Parent's 2020 W-2 Forms
 - ☐ A signed 2020 tax return copy/ tax transcript or all W-2 forms if not required to file taxes
- ____4. Unusual or excessive medical expenses not covered by insurance (or reimbursed by a medical flex plan) and paid in 2020 or 2021. Provide:
 - ☐ A detailed letter explaining your special circumstance. This must include source of medical expense. It is very helpful to list all expenses and amounts you would like taken into consideration.
 - ☐ The 2022-2023 Verification Worksheet
 - ☐ Signed 2020 or 2021 (as applicable) tax return copies/transcript or all W-2 forms if not required to file taxes
 - ☐ Schedule A of 1040 tax form if medical/dental expenses were itemized **OR** an estimation of benefits with medical statements showing out-of-pocket payments made in 2020 that were not reimbursed by insurance. Amounts should ideally match the list of expenses provided in your detailed letter.
- ____5. One-time income in 2020 or 2021 (inheritance, non-recurring capital gain, Roth IRA, etc.). It is our policy **not to consider** one year bonus incomes such as lottery or gambling winnings. Provide:
 - ☐ A detailed letter explaining your special circumstance. This should list the source of the one-time income and the amount you would like taken into consideration.
 - ☐ The 2022-2023 Verification Worksheet
 - ☐ Signed 2019, 2020 and 2021 tax return copies/ tax transcripts

See reverse for more options

Special Circumstances (continued)

- ____6. Loss of Child Support that was reported on the 2022-2023 FAFSA. Provide:
- ☐ A detailed letter explaining your special circumstance. This should include names and ages of children, amount of child support previously collected, and date the support was reduced/cancelled.
 - ☐ The 2022-2023 Verification Worksheet
 - ☐ A signed 2020 tax return copy/tax transcript or all W-2 forms if not required to file taxes
 - ☐ Copy of court document regarding child support payments (amount, length of benefit, etc.)
- ____7. Private tuition expenses at elementary or secondary level for others in the household in 2020 or 2021. Provide:
- ☐ A detailed letter explaining your special circumstance. This should include names, ages, and grade level of family members, name of school(s) requiring private tuition, and the listed amount paid during the **calendar** year of 2020 or 2021.
 - ☐ The 2021-2022 Verification Worksheet
 - ☐ Signed 2020 or 2021 (as applicable) tax return copies/ tax transcript or all W-2 forms if not required to file taxes
 - ☐ Itemized receipt/billing from private school for the 2020 or 2021 **calendar** year (January-December). Amounts should ideally match the information listed in the detailed letter.
- ____8. Additional cost associated with a parent in college in 2020 or 2021. Provide:
- ☐ A detailed letter explaining your special circumstance. This should include name of parent enrolled in college, explanation of degree sought, name of college, expected graduation date, and the amounts paid.
 - ☐ The 2022-2023 Verification Worksheet
 - ☐ Signed 2020 or 2021 (as applicable) tax return copies/ tax transcript or all W-2 forms if not required to file taxes
 - ☐ A copy of registration for the semesters enrolled
 - ☐ A copy of 2020 or 2021 (January-December) statement showing tuition charges and actual amounts paid. Amounts should ideally match the information listed in the detailed letter.
- ____9. Increase Cost of Attendance. Provide:
- ☐ A detailed letter explaining the need for increased consideration. Please focus on explanations of any above average or additional expenses you would like taken into consideration.
 - ☐ Provide a list of all monthly expenses and amounts. The Financial Aid Office may request specific documents supporting overall cost of living, such as copies of mortgage statements and utility bills. For higher child-care expenses, provide name and ages of dependents. For study abroad consideration, provide documentation showing additional costs associated with travel.

My signature below certifies that all of the information provided on this form and documentation attachments are true and correct to the best of my knowledge. I authorize the SCCC Financial Aid Office to verify any information provided and to submit any changes made through professional judgment or a data element correction on the FAFSA application. **Warning: I fully understand that there is a penalty for submission of fraudulent or misleading information.**

If student is dependent, one parent signature is required. If student is married, spouse signature is required.

Student's Signature _____ Date _____

Parent/Spouse Signature _____ Date _____

Student Name (please print) _____

Student ID _____

Student Daytime Phone Number _____

Parent Daytime Phone Number _____

If email is the correspondence preference, provide email address: _____

**Please return all documentation to the Seward County Community College Financial Aid Office
1801 N. Kansas Ave. Room A135 PO Box 1137 Liberal, KS 67905-1137
Phone: 620-417-1110. Fax: 620-417-1119. Email: financialaid@sgcc.edu**