



UNUSUAL AND SPECIAL CIRCUMSTANCES 2023-2024 ACADEMIC YEAR

The Free Application for Federal Student Aid (FAFSA) form advises you to contact the financial aid administrator at your school if you have special circumstances not covered on the application that would affect your eligibility for student financial aid. Before the Financial Aid Office can review the information on this form, you must have previously filed a 2023-2024 FAFSA.

The information provided on your original application may not be updated if your income reduction is not significant or appears inconsistent. Likewise, expenses for consumer goods and lifestyle choices may not be supported with additional financial aid resources.

Section A: Student Information

Student Name: Last, First, MI

Student ID Number (EMPLID)

Phone Number

Section B: Please complete the information below. Note: The Financial Aid Office reserves the right to request additional documentation, if needed.

1. Date of loss _____/_____/_____

Please **check** the reason for submitting your special circumstances request and **attach** the requested documentation.

- A. Loss of income for parent or independent student (spouse, if applicable) from work due to layoff, closing of business, termination.

Required Documentation

- Letter from former employer(s) effective dates and severance, vacation, personal and sick leave pay out.
- Copy of final pay stub from previous employer(s).
- Letter from unemployment office documenting effective dates and benefits received.
- Two (2) current pay stubs (if presently employed).
- W2 forms for student and/or spouse, and for parent(s) if dependent
- Documentation of any other income received during the calendar year.

- B. Death of a spouse (Independent) or death of a parent (Dependent) has occurred after your FAFSA was filed. Required Documentation: Copy of death certificate.

- C. Loss of Social Security benefits. Required Documentation: Letter from Social Security Administration stating start/end dates and benefit amount.

- D. Loss of child support. Required Documentation: Letter or court document stating start/end dates and child support amount.

- E. Loss of unemployment compensation. Required Documentation: Letter from unemployment office stating start/end dates and benefit amount.

- F. Loss of Worker's Compensation benefits. Required Documentation: Letter from Bureau of Worker's Compensation stating start/end dates and benefit amount.

- G. Dependency Override. Required Documentation: Documentation student is independent from parents. Copy of lease, auto insurance, health insurance, phone bill, etc.

2. Please explain in detail the reason(s) for your special circumstances request and the details of your income reduction. You may provide additional pages, if necessary.

3. Please provide the amount that you and your family expect to receive between **January 1 and December 31**. If your parent is divorced, separated, or widowed, do not include information about the other parent. If you (student) are divorced, separated, or widowed, do not include information about your spouse.

Anticipated income	Independent Students		Dependent Students	
	Student	Spouse	Student	Parent(s)
Taxable income	\$	\$	\$	\$
Untaxed income (child support, Military Living Allowances, etc)	\$	\$	\$	\$
TANF	\$	\$	\$	\$
Other Income	\$	\$	\$	\$
TOTAL INCOME	\$	\$	\$	\$

*Please note: Income for **2022** is no longer projected at the end of the year. If you are completing your Special Circumstance appeal after **December 1, 2022**, you may be asked to wait and submit your appeal with a signed copy of your **2022** IRS tax return transcript.

4. Verification: As a result of submitting this appeal, you may be required to submit additional information to verify your current FAFSA information. If requested, your "To Do List" will be updated on your myCVCC, SIS, Student Center with your verification requirements. All Verification documents must be received and processed by the Financial Aid Office before reconsideration for additional aid eligibility will occur and your appeal request completed.

5. Certification Statement: I (we) certify that the information provided on this form is complete and accurate to the best of my (our) knowledge. If I provide false or misleading information, I understand that I may be fined, sent to prison, or both. I have read and understand the instructions provided on this form.

DO NOT TYPE SIGNATURE – MUST BE SIGNED WITH INK PEN

Student Signature

Date

Parent Signature
(Dependent students only)

Date

Office of Financial Aid
Phone: 434-832-7814 Fax: 434-832-7775