

## 2023-2024 Request for Special Circumstances Form

Student Name: \_\_\_\_\_ SCC Student ID#: \_\_\_\_\_

The purpose of this form is to assist you in requesting a review of your financial aid eligibility due to unusual circumstances not addressed on your original FAFSA. One Special Circumstance review will be processed per award year and no requests can be made after the academic year ends. Requests submitted (or reviewed) on or after January 1, 2024 will be required to submit completed 2023 tax return information. To be eligible for a

2. Select the circumstance(s) below and provide the listed documentation for review:

	Unique Circumstance for Consideration	Documents required to submit for review <u>(insufficient documentation may result in denial of application)</u>
	<p>A significant change of income in 2022 compared to 2021 income</p> <p>Or</p> <p>Loss of employment that reduced family income in 2022</p>	<p><b>Independent Students</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Signed copy of your (and spouse's, if married) 2022 Federal Tax Return and any Schedules (1, 2, 3, C, F, K1)</li> <li><input type="checkbox"/> Copy of your (and spouse's, if married) 2022 W-2(s)</li> <li><input type="checkbox"/> Employer or severance letter verifying last date of employment</li> <li><input type="checkbox"/> If you did not and are not required to file taxes please check here: _____</li> <li><input type="checkbox"/> If your spouse was not required to file taxes please check here: _____</li> <li><input type="checkbox"/> If you are not required to file taxes, provide signed and dated explanation on separate page of how you support yourself and household</li> </ul> <p><b>Dependent Students</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Signed copy of Parent(s) 2022 Federal Tax Return and Schedules (1, 2, 3, C, F, K1)</li> <li><input type="checkbox"/> Signed copy of Student 2022 Federal Tax Return and Schedules (1, 2, 3, C, F, K1)</li> <li><input type="checkbox"/> Copy of 2022 W-2(s) for parent(s)</li> <li><input type="checkbox"/> Copy of 2022 W-2(s) for student</li> <li><input type="checkbox"/> Employer or severance letter verifying last date of employment</li> <li><input type="checkbox"/> If parent(s) did not file and are not required to file taxes please check here: _____</li> <li><input type="checkbox"/> If student did not file and is not required to file taxes please check here: _____</li> <li><input type="checkbox"/> If parent(s) are not required to file taxes, provide a signed and dated explanation on separate page of how they are able to support the family</li> </ul>
	<p>A significant change of income in 2023</p> <p>Or</p> <p>Loss of employment that reduces family income in 2023</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Copies of all student pay stubs for 2023 year-to-date</li> <li><input type="checkbox"/> Copies of all parent(.6 84/MCID 98 18 0 Tdx99.64 377.52 10299.64 (t) F (1.6) 2196 293</li> </ul>



4. If you selected "A significant change of income or loss of employment for 2023" (on page 2), then complete the projected income statement below, otherwise, skip to item 5. Place zeros or "NA"

5. Sign the Certification Statement

**Certification Statement**

All of the information provided by the undersigned is true and complete to the best of my/our knowledge. If asked by an authorized official, I/we agree to give proof of the information provided on this form. I/we realize that underestimating projected income could result in reduced eligibility, repayment of aid or both. I/we further understand that purposely giving false or misleading information to obtain Federal Student Aid may subject me/us to investigation by the FSA Office of Inspector General. Please review each item below verifying you have submitted the following requirements:

- I/we have reported a circumstance(s).
- I/we have provided a detailed statement explaining circumstance(s).
- I/we have attached all required documentation for the reported circumstance(s).

Requests that do not include required documentation will be considered incomplete. If application remains incomplete after attempts have been made to collect additional information, the application will be denied for the academic year.

Everyone who has provided information on this form must sign and date below. The student and at least one parent (for dependent students) must sign below or the application may be denied.

A "wet" signature is required electronic signatures will NOT be accepted on the application.

**Independent Student:**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(If student is married)*

**Dependent Student:**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

Due to data security guidelines, all documentation must be submitted to our office using one of the following methods: in person to any campus financial aid office; faxed to 402-437-2402; mailed through U.S. Postal Service to: SCC-Financial Aid Office, 8800 "O" Street, Lincoln, NE 68520; or electronically using our secure drop box at <https://uploads.southeast.edu/financialaid>. Do not send sensitive documentation by email, it may not be secure.