



2022-2023 Special Circumstances Request

Office of Financial Aid and Scholarships

P.O. Box 3011 Commerce, Texas

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FAO.SpecialCircumstances@tamuc.edu

Office Use Only
SPCIRC

STUDENT'S NAME _____

CWID _____

This form can be used to request a recalculation of a student's 2022-2023 financial aid eligibility when the student or family has experienced a change in financial circumstances that may lower the student and/or student's family resource on the Free Application for Federal Student Aid (FAFSA). **Depending on the timeframe that the financial change was incurred, Tax information and W2's, if not already on file, and any other documents that are needed to finalize the special circumstance may be requested after initial review.*

(Initial)_____Special circumstance requests submitted for **Fall 2022** will not be reviewed until the census date has passed for the term, that being **09/14/2022**. Requests submitted for **Spring 2023** will not be reviewed until the census date has passed for the term.

(Initial)_____This form **will not be processed** until the student's financial aid file is complete and a 2022-2023 financial aid award has been processed. We cannot make adjustments for students with rejected financial aid applications on file. *Student/Families with a zero Expected Family Contribution (EFC) are not eligible for a special circumstance request review as the EFC cannot be reduced any further.*

SECTION A: REASON FOR SPECIAL CIRCUMSTANCE

Please circle the reason(s) for the request and provide all required documentation for each reason.

Reason for Request	Required Documentation
<p style="text-align: center;">Unemployment/Reduction in Earnings/Retirement</p> <p>Only income reductions of a significant amount may affect the aid offer. Significant reductions are typically 25% or more of total income with a duration minimum of 8 weeks.</p>	<p>Detailed letter should include:</p> <ol style="list-style-type: none"> 1. Explanation of circumstances 2. Name of person(s) with earning impact and relationship to student 3. Current and/or prior employer's name address and phone number 4. Date income was reduced <p>Attach copy of last paystub Copy of termination notice from employer, resignation letter, or retirement documentation. Copy of unemployment benefits statement, or explanation why there is no receipt of unemployment benefits.</p>
<p style="text-align: center;">Divorce or Separation</p>	<p>Detailed letter should include:</p> <ol style="list-style-type: none"> 1. Explanation of circumstances 2. Current household members and relationships with ages 3. Assets 4. Any settlements, including alimony and child support 5. Date of separation or divorce <p>Copy of divorce decree. If separated include a notarized statement indicating separation date.</p>
<p style="text-align: center;">Death of Parent/Spouse</p>	<p>Detailed letter should include:</p> <ol style="list-style-type: none"> 1. Explanation of circumstances 2. The name and date of the parent/spouses death. 3. Expected survivor benefits, including life insurance <p>Attach copy of parent/spouse death certificate and any documentation regarding survivor's benefits.</p>
<p style="text-align: center;">Loss of Child Support</p>	<p>Detailed letter should include:</p> <ol style="list-style-type: none"> 1. Explanation of circumstances 2. Name of Parent experiencing the loss or reduction in child support. 3. Name and age of child being for whom the loss is for. <p>Explanation of the loss the amount and the impact of the loss or reduction. Court documentation of the loss and date of last payment.</p>
<p style="text-align: center;">Loss of One Time Income</p> <p>A loss of one-time income is income that will not be repeated the following calendar year and can no longer be accessed.</p>	<p>Detailed letter should include:</p> <ol style="list-style-type: none"> 1. Explanation of circumstances 2. Type of income received 3. How the income was spent 4. Why it cannot be used to for educational expenses <p>Attach supporting documentation to support the loss of the one-time income (bank statements, paid receipts, etc.</p>
<p style="text-align: center;">Significant Medical/Dental Expenses</p> <p>Unusual medical and/or dental expenses incurred that are not covered by insurance or reported on Schedule A of a 2019 or 2020 Tax Return and are in excess of 11% of the Adjusted Gross Income.</p>	<p>Detailed letter should include:</p> <ol style="list-style-type: none"> 1. Explanation of circumstances 2. Type of expense costs and financial impact 3. For whom the expense was incurred 4. When the expenses were incurred <p>Attach final Explanation of Benefits from the insurance provider OR, if the student and/or spouse and/or parent do not have insurance provide copies of billing statement showing medical/dental expenses paid.</p>

STUDENT'S NAME

CWID

SECTION B: ACTUAL AND ANITICPATED ANNUAL INCOME

For each income type, indicate the amount you received or plan to receive for the entire calendar year in which the special circumstance occurred.

Income Type	Student 2020	Student 2021	Spouse or Parent 2020	Spouse or Parent 2021
Gross income from work	\$	\$	\$	\$
Unemployment or severance pay	\$	\$	\$	\$
Net amount received from withdrawal from pensions or annuities	\$	\$	\$	\$
Taxable Social Security benefits	\$	\$	\$	\$
Child support received	\$	\$	\$	\$
Other taxable income	\$	\$	\$	\$

Certification Statement and Signatures:

You, the student, and/or the parent(s) of, and/or the student's spouse, if applicable, by signing this form certify:

1. All of the information provided is true and complete to the best of your knowledge
2. All federal and/or state financial aid received as a result of the information on this form will be used solely for purposes to pay the cost of attending A&M-Commerce
3. Will notify the Office of Financial Aid & Scholarships if changes occur to the information provided
4. Agree to provide information requested by the Office of Financial Aid & Scholarships to verify the accuracy of this completed form and/or clear conflicting information on file.
5. Acknowledge that the Office of Financial Aid & Scholarships has the authority to verify information requested and such information may include IRS Tax Return Transcript(s) and/or any other documents from other entities/agencies that can collaborate on the accuracy of the information provided
6. All parties who sign this form certify you are aware that purposely giving false or misleading information can result in a fine of up to \$20,000, sent to prison, or both.

Student's Signature_____
Date_____
Parent's Signature (if student is Dependent Student)_____
Date