

Federal Student Aid Regulations provide the potential for re-evaluation if your financial circumstances change. The 2022 income information that you reported on your financial aid application may not be an accurate indicator of your ability to pay for educational costs. Bring this form along with the **required supporting documentation** to the appointment. Submission of this form does not guarantee a change in your financial aid eligibility. Each case will be evaluated on an individual basis. **Note: Only one Special Circumstance Form will be accepted for an academic year.**

### Step 1 – Student Information

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First M.I.  
Permanent Address \_\_\_\_\_  
Street (include apartment number) City State Zip Code  
Student ID# \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Area Code

### Step 2 – Reason for Filing a Special Circumstance Form

Check (✓) the circumstance that best applies to your situation. Required documentation to support your circumstance **must be attached**.

- A. Your parent earned money in 2022, but has lost a full-time job for at least ten (10) weeks and is still unemployed.

**Required Documentation:**

1. Statement of **all** previous employer(s) your parent worked for in 2023 indicating the date your parent ceased employment;
2. Copy of your parents' 2023 federal IRS 1040 tax transcript;
3. Copy of both parents' 2023 W-2s.
4. A current statement of unemployment benefits received.

- B. Your parent earned money in 2022, but has changed employment and earned substantially less money in 2023.

**Required Documentation:**

1. Statement of **all** employers your parent worked for in 2023 and dates of employment.
2. Copy of your parents' 2023 federal IRS 1040 tax transcript.
3. Copy of both parents' 2023 W-2 form(s).

- C. Your parent received unemployment compensation, or some other taxed or untaxed income or benefit for at least ten (10) weeks in 2022, but has completely lost that income or benefit.

**Required Documentation:**

1. Statement of termination from the source of income. *Include* dates your parent received the income. **NOTE:** Income and benefits include: Social Security, court-ordered child support, retirement or disability benefits; and
2. A statement from the source of the income indicating the dates, and the amount your parent received in 2023.
3. A copy of your parents' 2023 Federal IRS Tax Return transcript.

- D. Your parent received a one-time income in 2022, such as Social Security payment, IRA, or pension distribution.

**Required Documentation:**

1. Copy of your parents' 2023 federal IRS 1040 tax transcript;
2. Statement from source of one-time income indicating amount; and
3. Statement from your parents' indicating the disposition of the funds.

- E. Your parent paid out (not owed) a large amount of medical and/or dental expenses in 2022 that exceeded 10% of their total income for 2022.

Total medical and dental expenses paid in 2022 \$ \_\_\_\_\_

**Required Documentation:**

1. Copy of your parents' 2022 federal IRS income tax transcript Schedule A: **or**
2. Copies of medical and dental payments not covered by insurance already paid. Provide proof of amount insurance paid.

- F. Since you applied for financial aid for 2024-2025, your parents have separated or divorced.

**Required Documentation:**

1. Copy of your parents' 2022 federal IRS 1040 tax transcript;
2. Copy of supporting parent's 2022 W-2 form(s); and if parents are separated, attach a copy of separation papers, or if parents are now divorced, attach a copy of the divorce decree.

- G. Since you applied for financial aid for 2024-2025, a supporting parent has died.

**Required Documentation:**

1. Copy of your parent's death certificate;
2. Copy of your parents' 2022 federal IRS 1040 tax transcript;
3. Copy of both parents' 2022 W-2s.

**Step 3 – Please provide documents requested. ATTACH a letter of explanation with starting and ending dates of all jobs and/or benefits for 2023, if you checked item A, B, C, or D. Please provide supporting documentation which may include copies of court documents, W2 forms, year-to-date income statements from employer(s), income tax returns, unemployment benefit amount verification, public aid benefit amount verification, and other information as appropriate.**

Print Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

**Step 4 – Household Information:**

	<u>Name</u>	<u>Relationship to Student</u>	<u>Age</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

**Step 5 — Read, Sign, and Return to the John A. Logan College Financial Aid Office**

*Certification:* All of the above information on this form and the attached documentation is true and complete to the best of my knowledge. If asked by the financial aid office, I agree to provide additional supporting documentation of the information I have given on this form. The special circumstance will not be reviewed if I do not provide the additional documentation.

Student signature \_\_\_\_\_

Date completed \_\_\_\_\_

Is your required documentation attached?  Yes  No

***For Office Use Only***

Prior year Special Circumstance: Yes \_\_\_\_\_ No \_\_\_\_\_

Special Circumstance Approved  Special Circumstance Denied

Approved  Denied Date \_\_\_\_\_

Staff Signature \_\_\_\_\_