

## 2016-17 Special Circumstance Request

### STUDENT INFORMATION

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Student Name \_\_\_\_\_ AU Student ID \_\_\_\_\_

Complete this form in pen and submit with ALL required documents based on your indicated situation.

A Special Circumstance Request is intended for students, spouses, and/or parents who have experienced significant life changes, which include, but are not limited to, the situations noted on this form.

The purpose of this request is to assess an ability to administratively change your FAFSA data due to your unique circumstances and the documents submitted. There is no guarantee an approval will result in increased aid eligibility.

- Thorough documentation is required to explain and verify your situation. Incomplete documentation will cause delays. Additional documents may be requested after initial review.
- After verifying all submitted documents, multiple corrections may be administratively made to your FAFSA before a new award letter can be generated. The Department of Education will notify you by email of any corrections made.
- This request is in effect for the 2016-2017 academic year only. Policies and procedures are subject to change as influenced by regulatory changes.

A Special Circumstance committee review begins after the Office of Financial Aid receives all required documents. The committee meets on a weekly basis. Once your request has been fully evaluated and any permissible FAFSA changes have been made, your financial aid eligibility is re-assessed. You will be notified of the Special Circumstance Request denial or approval determination in writing. A new award letter will be issued if the request is approved and the student is eligible for additional financial aid.

### SECTION A: REQUIRED ITEMS

**Print the student name and student ID number on all submitted documentation to assure proper identification.**

- 1. Completed Special Circumstance Request form
- 2. **Statement explaining your appeal condition**
- 3. Completed 2016-17 Household Size Verification form (Form B1 on [aurora.edu/financialaidforms](http://aurora.edu/financialaidforms))
- 4. Copy of 2015 IRS Tax Return Transcript for all people listed on the FAFSA (student/spouse/parent)  
Request a free Tax Return Transcript from the IRS:
  - Visit [IRS.gov](http://IRS.gov) and click on "Get a Tax Transcript" to have transcript(s) mailed to you
  - Call 800-908-9946
  - Submit IRS Form 4506TEZ or 4506T to the IRS
  - Submit your request in person; visit [IRS.gov](http://IRS.gov) to find the nearest IRS Taxpayer Assistance Center
- 5. Copy of **all 2015 W-2s** used in filing Federal Income Tax Returns for all people listed on the FAFSA (student/spouse/parent)
- 6. Any additional **REQUIRED** items listed in **Section B** based on your appeal condition

Student Name \_\_\_\_\_ AU Student ID \_\_\_\_\_

**SECTION B: APPEAL CONDITIONS** (Additional required items are noted under each appeal condition.) **Loss of Income/Benefits\*** (Documentation for situation A, B, C or multiple)**A. Student/spouse/parent has been terminated/separated from a job:**

1. Provide a letter from the employer/agency documenting the last date of employment/benefits
2. Copy of last two paycheck stubs from **ALL** 2016 employers
3. Unemployment (UI Finding)/Worker's Compensation Benefits that include the duration and amount of benefits

**B. Student/spouse/parent has experienced a reduction in hours or salary:**

1. Provide a letter from the employer documenting:
  - the date that the reduction took place
  - # of hours worked per week prior to and after the reduction or salary received prior to and after the reduction
2. A copy of the two most recent paycheck stubs from employer

**C. Student/spouse/parent has lost benefits such as Social Security, unemployment, child support, etc.:**

1. Documentation showing amount of benefit and date that it was/will be terminated

\* You may be required to verify these circumstances later with a 2016 IRS Tax Return Transcript

 **Separation/Divorce of Student or Parents\*** Date of separation/divorce \_\_\_\_\_

1. Provide legal documentation of the separation/divorce such as official court documents.
2. Proof of separate addresses (i.e. separate utility bills, separate mortgage and/or lease, employer paystubs).

\* In your statement, project the amount of 2016 maintenance and/or child support (provide documentation if possible).

 **Death/Disability of Parent/Spouse**

1. Provide official documentation of the death/disability.

 **Major Medical Expenses Paid\***\* Only medical expenses reflected on **Schedule A** of the submitted **2015 IRS Tax Return Transcript** can be considered. **Tuition Paid at Private Elementary, Middle, and High Schools**

1. Provide a copy of 2016-2017 tuition bill(s) on school letterhead reflecting the attending student's name.

 **Other**

If you feel you have an unusual circumstance not covered in any of the above conditions, explain the circumstances in your appeal statement in detail. Submit any applicable documentation to support your explanation.

**SECTION C: CERTIFICATION**

I certify that the information I have provided regarding my request is true, complete, and accurate to the best of my knowledge. I **understand this information can be used to override federal regulations and submit corrections to my FAFSA**. By signing this application I agree, if asked, to provide information that will verify the accuracy of my request. I understand that if I purposely give false or misleading information in connection with my application for federal student aid, I may be subject to a federal fine of up to \$20,000, sent to prison, or both.

\_\_\_\_\_  
Student Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Parent Signature (If Dependent)\_\_\_\_\_  
Date