



Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Special Circumstances: Changes Affecting Family Income, Expenses and Assets**

Indicate whose change this form represents:            Student                            Parent(s)  
Please check the box that best describes your family’s special circumstances from **January 1, 2020-present**. Documents are needed to support your request. Attach sheet(s) and additional explanation if necessary.

**Employment Change:** Termination/Layoff of Job or Significant Reduction in Income after December 31, 2019

- Copies of most recent pay-stubs from all employment held showing year-to-date earnings (indicate frequency of pay, for example, weekly, monthly, etc.)
- Copy of unemployment compensation to be received. Indicate when compensation began and the duration of the compensation
- Copy of employment settlement, indicating employment severance payments to be received
- Copy of social security, disability and/or AFDC benefits to be received
- Documentation of employment benefit program
- Other: \_\_\_\_\_

**Other Income Change:**

- Loss of Child Support
- Any other form of untaxed income
- Documentation of termination of benefits/support/income from benefit provider
- Other: \_\_\_\_\_

**Separation or Divorce:**

- Copy of separation agreement
- Copy of divorce decree, indicating alimony and/or child support to be received as a result of divorce
- Substantial evidence of separation or divorce, for example, mortgage/lease/utility bill documenting parents live in separate residences

**Expenses:** Medical expenses paid out-of-pocket and will not be reimbursed

- Copies of receipts for medical payments paid
- Copies of medical bills

**Asset Changes:** \_\_\_\_\_

- The Office of Financial Aid will determine the appropriate documentation needed.

**Special Circumstances Statement** (please explain the state of your or your family’s financial situation in further detail).

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_