



2022-2023 Special Circumstance Request Form

Special Circumstances Information Statement

The Financial Aid Office recognizes that students and their families may have extenuating financial circumstances that the Free Application for Federal Student Aid (FAFSA) does not consider. We will evaluate appeals for special circumstances on a case-by-case basis when there are instances not accurately reflected by the 2020 base year income. Submission of this appeal form does not guarantee a favorable change in your financial aid eligibility or award(s).

Students requesting consideration for Special Circumstances should complete the 2022-2023 Special Circumstances Form, 2020 tax return/transcripts and Verification Worksheet. Students requesting consideration for Special Circumstances should meet with a Financial Aid counselor to ensure that all necessary forms have been completed accurately.

- Federal Financial Aid regulations state that the Institution's decision to perform a Special Circumstances on a parent's, student's and/or spouse's income must be made on a case-by-case basis, justified by an individual student's unusual circumstances, and must be documented in the student's file.
- You must complete this form and attach **ALL** applicable documentation to be considered for a Special Circumstance at South Piedmont Community College.
- Renewal of the Special Circumstances is **NOT** automatic. If this request for a Special Circumstance is approved, it is granted **ONLY** for the 2022-2023 academic year.

To complete an appeal, fill in all blanks, attach the requested documents, sign and date and submit the Special Circumstances Request Form to the Financial Aid Office. You will be notified of the decision by mail, e-mail or phone.



2022-2023 Special Circumstance Request Form

Student Name: _____

Student ID #: _____

Home Phone: _____

Cell Phone: _____

E-mail address: _____

Reason for Special Circumstances (check those that apply):

REASON FOR CHANGE IN INCOME	DATE OF CHANGE	FAMILY MEMBER AFFECTED
Loss/Change in Employment Status Of Parent/Student and/or Spouse		
Divorce/Separation/Death of Parent/Spouse		
Loss of Untaxed Income of Parent/Student and/or Spouse		
Disability of Parent, Student or Spouse		
Unusual Medical Expenses Not Covered by Insurance		
Other Unusual Expenses - Briefly describe on separate sheet		

Required Documentation Needed for ALL Special Circumstances Requests

- 2022-2023 Verification Worksheet
- Signed copy of your 2020 Federal Tax Return, W2's and all schedules filed
- Documentation of untaxed 2020 income (SSI, unemployment, monies received from family, etc.)

A. Death of Spouse or Parent

- Submit copy of death certificate.
- Submit estimated income documentation such as last pay stub with year-to-date total, life insurance payments, etc. Only the income of the surviving spouse/parent should be used.
- May exclude deceased spouse's/parent's income from 2020/2021 base year information.

B. Marital Separation, Pending Divorce or Divorce of Student and/or Parent

- Submit documentation of separation (attorney's letter or documentation of separate residences).
- Submit court documentation for divorce.

C. Separation from Work due to Layoff or Termination

- Submit a letter or form documenting separation from employer. Document should be on company letterhead and include last date of work.
- Unemployment Benefits determination document.
- Submit year-to-date documentation of 2020 income (last pay stub, Social Security, pension distribution, etc).
- Submit documentation of severance pay, if received.

D. Change in Job Status (Worked full-time for all or part of 2019 and now work part-time, or worked at a higher paying job and now work at a lower paying job.)

- Submit a letter of separation or job status change from employer.
- Complete anticipated income section on the next page.
- Submit year-to-date documentation of 2020 income (most recent pay stubs from all employers).
(No adjustments for loss of overtime will be considered before 2021 W-2 forms are issued, unless the employer issues a written statement that there will be no overtime paid for the year 2021.)

E. Loss of Benefits or Non-Recurring Income (Benefits received in 2020 are reduced or lost in 2021.)

- Submit letter of reduction or termination indicating date of loss or reduction.
- Submit documentation of expected 2022 benefits.
- Documentation of loss of Social Security benefits due to child turning 18.
- For one-time income from 2020 submit documentation indicating type and amount of income
- Document how funds were spent or invested.

F. High Medical or Dental Expenses not covered by Insurance

(Expenses must be a least 12% of Adjusted Gross Income (AGI) to meet the minimum threshold for consideration. Eligible expenses also include non-reimbursed dental and health care premiums).



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2022 EXPECTED GROSS INCOME WORKSHEET

Complete this worksheet and use parent, student and/or spouse expected income for the year 2021.

INCOME (From December 31, 2021 – June 30, 2022)	Student/Spouse	Parent
Earned income (e.g., wages, salaries, tips, work-study earnings)	\$	\$
Child Support	\$	\$
Other Financial Support	\$	\$
Unemployment Benefits	\$	\$
Social Security Benefits	\$	\$
TOTAL	\$	\$
INCOME (Anticipated Income July 1, 2022 – June 30, 2023)	Student/Spouse	Parent
Earned income (e.g., wages, salaries, tips, work-study earnings)	\$	\$
Child Support	\$	\$
Other Financial Support	\$	\$
Unemployment Benefits	\$	\$
Social Security Benefits	\$	\$
ANTICIPATED TOTAL	\$	\$

(If the answer is '0' or the question does not apply enter 0)

I certify that all the information reported on this Special Circumstances Request Form is true and complete to the best of my knowledge. I also give authorization to South Piedmont Community College to make any necessary changes to my Federal Student Aid Report.

Student Signature _____ Date _____

Parent/Spouse Signature _____ Date _____