



PO BOX 118087
Charleston, SC 29423-8087

Special Circumstances: 2021-2022

Eligibility for financial aid for 2021-2022 academic year is generally based on income received for 2019. If your situation has changed drastically from the information provided on the 2021-2022 Free Application for Federal Student Aid (FAFSA), and the situation falls into one of the categories listed on the second page of this form, you may submit a completed Special Circumstances Appeal Form with the required documentation. The federal government allows an institution to give such cases special consideration: to use **estimated** 2021 income instead of **actual** 2019 income, or to consider unusual expenses such as medical bills not covered by insurance.

Once a completed request is reviewed, it may result in either 1) a reduction in the base year income and/or assets, 2) the use of projected income for the current calendar year, or 3) an increase in Cost of Attendance (COA) for the current academic year. In some cases, an adjustment may not increase the student's eligibility for gift aid (grants and scholarships that do not need to be repaid). In fact, the adjustment may only increase the student's or parent's eligibility for loans, change non-need based loans to need-based loans, or may not result in any increased aid.

You must submit complete and accurate documentation in your request. Carefully read the entire form to understand what information is needed to consider your special circumstance. Please allow 3-4 weeks processing time after your appeal request is received. You will receive notification by mail of the outcome of the special circumstance appeal.

Instructions: Please provide information regarding your reduction in income by completing this form and attaching necessary documentation. In addition to the documents requested for your situation, you will also need to submit a copy of the 2021-2022 Verification worksheet and a copy of the parent and student IRS Tax Return Transcript if filed for 2019.

Students Name: _____ Student ID #: _____

Parent's Name: _____ Parent's Phone #: _____

Parent's Address: _____ Student's Phone #: _____

City, State, Zip: _____

Student's e-mail address _____

For Office Use Only

Prior Year Professional Judgment: () Yes () No Comments:

() Special Circumstance Denied _____
() Special Circumstance Approved _____
 Old EFC: _____
 New EFC: _____

Special Circumstances 2021-2022

Please indicate the reason for your change in income. Mark all that apply and attach the required documentation.

() **Loss of income from Work.** Complete sections A, B, and C.

Period of unemployment from: _____ to _____.

() **Layoff, Plant/Company Closing, Termination, or Reduced Employment to attend**

School. Provide a letter from employer stating effective date and expected anticipated return if applicable.

() **Disability.** Date of Disability: _____ Attach documentation of the disability

() **Other.** Please specify and provide appropriate documentation

() **Loss of Taxable Income.** Complete sections A, B, and C.

() **Alimony.** Provide court document(s) stating termination date of benefit

() **Unemployment.** Provide a letter from the unemployment office stating termination of benefit

() **Other.** Please specify and provide appropriate documentation.

() **Loss of Untaxed Income.** Complete sections A, B, and C.

() **Social Security.** Provide Social Security Administration notification of termination of benefits

() **Child Support.** Provide a letter or court document stating termination of benefits

() **Worker's Compensation.** Provide a letter from Bureau of Worker's Compensation stating termination of benefits

() **Other.** Please specify and provide appropriate documentation

() **Divorce.** Since applying for financial aid, you or your parents have become divorced. Date of divorce: _____. Give only the supporting parent (dependent) or your information (independent) when completing sections A, B, and C on page 3. Attach a copy of the divorce decree and your 2019 W-2 form(s).

() **Separation.** Since applying for financial aid, you or your parents have become divorced. Date of separation: _____. Give only the supporting parent (dependent) or your information (independent) when completing sections A, B, and C on page 3. Attach a copy of the separation agreement and your 2019 W-2 form(s).

() **One-time Income.** (ie. Inheritance, moving expense allowance, back year Social Security payments, or lump sum retirement or IRA distribution.) You must attach a separate sheet that identifies sources of income and how funds were spent or invested. Complete sections A, B, and C.

() **Other Unusual Expenses Paid**

() **Medical or Dental Expenses.** You have paid medical or dental expenses for 2019 calendar year that are not covered by insurance and these expenses exceed 11% of your total income. Provide a copy of Schedule A of the 2019 Federal tax return or copies of canceled checks for 2019 and confirmation of total amount paid by insurance.

Section A. Income Information

Report all income you have actually received from January 1, 2021 through today. Then estimate all income you expect to receive through December 31, 2021. You must attach documentation of all income. Documentation could include recent pay stubs with year to date earnings, W-2 forms, a letter from an employer stating your total earnings, an estimate of future income, etc.

Income for 1/01/21 to 12/31/21	Actual 1/01/21 to today	Est. Today to 12/31/2021	Total
Expected 2021 income earned from work by father (wages, salaries, tips, net business/farm income)	\$	\$	\$
Expected 2021 income earned from work by mother (wages, salaries, tips, net business/farm income)	\$	\$	\$
Expected 2021 income earned from student/spouse (wages, salaries, tips, net business/farm income)	\$	\$	\$
Other taxable income (dividends, interest, pension, annuities, alimony, unemployment comp, capital gains, etc.) Source: _____	\$	\$	\$
Social Security Benefits	\$	\$	\$
Aid to Families w/ Dependent Children	\$	\$	\$
Child Support Received	\$	\$	\$
Other untaxed income (earned income credit, welfare benefits, workers comp payments to IRA/Keogh, etc) Source: _____	\$	\$	\$
Total Income for 2021	\$	\$	\$

