

## 2025-2026 Special Circumstance Request

Student Name: \_\_\_\_\_ CVCC Student ID: \_\_\_\_\_

Your eligibility for financial aid was initially calculated on the information you provided on the 2025-2026 Free Application for Federal Student Aid (FAFSA). The FAFSA application used 2023 income and other factors to measure the financial strength of the household for the 2025-2026 academic year. However, families experience changes in income or family situations not reflected on the 2023 tax return. You may submit a *Special Circumstance Request* if you would like the information reported on your 2025-2026 FAFSA to be reconsidered.

### Instructions

The following documents are required for ALL Special Circumstance Requests:

PARENT	STUDENT AND/OR SPOUSE
<input type="checkbox"/> Signed statement by student and parent explaining reason for request	<input type="checkbox"/> Signed statement by student explaining reason for request
<input type="checkbox"/> 2023 and 2024 SIGNED parent taxes with applicable tax schedules and all W2s	<input type="checkbox"/> 2023 and 2024 SIGNED student taxes with applicable tax schedules and all W2s
<input type="checkbox"/> 2025-2026 Verification of Family Size	<input type="checkbox"/> 2023 and 2024 SIGNED spouse's taxes with applicable tax schedules and all W2s
<input type="checkbox"/>	<input type="checkbox"/> 2025-2026 Verification of Family Size

Situations that warrant a Special Circumstance Request are listed below. Please review and provide the additional required documentation for your specific circumstance.

#### 1. Loss of income or change in source of income

(Check all that Apply):  Student       Spouse       Parent

- If **recent change of employment** not reflected on 2023 tax return, provide letter of termination, if applicable, and the most recent paycheck stub if working for a new employer.
- If **loss of employment** not reflected on 2023 tax return, provide copy of unemployment benefits statement or letter of termination, if applicable, and copy of last pay stub received.
- If **loss of one-time income** reflected on 2023 tax return, provide documentation of one-time income including amount, type of income, and date of receipt. Provide statement on how one-time income was spent, invested or rolled over.

#### 2. Divorce or separation

- A court stamped copy of the divorce decree
- Legal/Notarized separation paperwork
- Copy of most recent pay stub from all 2025 employers

**3. Death of parent(s) or spouse**

- Copy of certified death certificate or obituary
- Copy of most recent pay stub from all 2025 employers

**4. Medical, dental, or nursing home expenses not covered by insurance** Only

medical expenses PAID out of pocket are eligible for consideration

- Copy of 2025 paid medical receipts
- Copy of most recent pay stub from all 2025 employers

**5. Other**

- If none of the above-listed conditions apply to your situation, submit supporting documentation to verify the condition and verification of all income

**Note:** Special Circumstance requests are reviewed on a case-by-case basis. Not every outcome will result in the adjustment of a student’s financial aid eligibility. The decision of the Financial Aid administrator is final and cannot be appealed.

**Certification and Signature**

By signing this form, I certify that all provided information is true and complete. I understand that if am found to have knowingly or intentionally given false or fraudulent statements and/or documentation, my request will be denied, and my eligibility may be jeopardized.

**Signature(s) cannot be typed.**

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent’s Signature (Required for Dependent Student): \_\_\_\_\_ Date: \_\_\_\_\_

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**For Office Use Only**

Appeal Request Approved

Appeal Request Denied

Comments:

\_\_\_\_\_

Reviewed by:

Financial Aid Administrative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Aid Administrative Signature: \_\_\_\_\_ Date: \_\_\_\_\_