

## 2023-2024 Special Circumstances Request

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

### Guidelines:

In accordance with Federal regulations, Student and Parent 2021 income is used to determine student eligibility for financial aid for the 2023-2024 academic year. However, there are special circumstances under which we may be able to recalculate student eligibility for federal financial aid using Student and Parent 2022 income or adjusted 2023 income. **The Financial Aid Office will only consider reductions in income for the circumstances listed in Step 2 of this form.** It is our policy **not to** consider special circumstances if you already have an EFC (estimated family contribution) of zero or if your loss of income is less than 25% of you AGI unless this makes you Pell Eligible. Unusual expenses related to medical, natural disaster, personal living (e.g. wedding expenses, credit card bills, loan payments, legal expenses, other miscellaneous consumer items) are also not considered.

### Step 1: Request explanation in an attached typed and signed letter.

Must include date of loss of income and subsequent employment estimation.

### Step 2: Reason for the Request

- Loss of Student/Parent Income due to divorce, death, or separation of the parents.  
Typical Supporting Documents: Legal separation papers, verification from attorney, or divorce decree; death certificate; signed 2021 tax return and signed current year tax return.
- Loss of Student/Parent Income due to job loss or termination.  
Typical Supporting Documents: Letter, on company letterhead, indicating last day of employment, date of final paycheck, severance pay information; signed 2021 tax return and signed current year tax return.
- Loss of Student/Parent Income due to health, disability, injury or natural disaster.  
Typical Supporting Documents: Documentation of unemployment compensation, disability benefits, SS benefits; signed 2021 tax return and signed current year tax return.
- Loss of a one-time "lump sum" payment of money from prior year income is no longer available.  
Typical Supporting Documents: Documentation explaining source of nonrecurring income military bonus, divorce, death, etc; signed 2021 tax return and signed current year tax return.

### Step 3: Submit Attached Household Verification and Supporting Tax Documents

Please review to insure you have included all REQUIRED documents and information is complete. Verification of original FAFSA information will be performed and adjustments made if there are any discrepancies found, regardless of whether this Special Circumstance is approved. This could impact your student's current financial aid awards.

### Step 4: Certification

By the signatures below, everyone signing this form is certifying that all information on the form is correct and that everyone will provide the required documents to verify the information. If you purposely give false or misleading information on this form you may be referred to the Inspector General, which could result in being fined, sent to prison or both. Submission of this request and all required documents does not guarantee that the request will be granted.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Parent/Guardian/Spouse Signature

\_\_\_\_\_  
Date Signed

*This form may be returned by email, fax, or mail:*

[enroll@uttyler.edu](mailto:enroll@uttyler.edu)

903.566.7183

UT Tyler, One Stop Center

3900 University Blvd., Tyler, TX 75799



# Household Verification

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

### Household Information as of Today If you are an Independent Student:

- ❖ List yourself (the Student) first.
- ❖ List your Spouse, if you are married. If your spouse will be attending college **AND** enrolled in a degree or certificate program at least half-time between July 1, 2023 and June 30, 2024 provide the name and state of the college.
- ❖ List your children if you will provide more than half of their support from July 1, 2023 through June 30, 2024.
- ❖ List other people only if they now live with you and get more than half of their support from you, and will continue to get this support from July 1, 2023 through June 30, 2024.
- ❖ For those listed below who will be attending a college **AND** enrolled in a degree or certificate program at least half-time between July 1, 2023 and June 30, 2024, provide the name and state of the college. Do not include dual enrollment for high school students.
- ❖ Attach a separate sheet if required.

### Household Information as of Today If you are a Dependent Student:

- ❖ List yourself (the Student) first.
- ❖ List your Parent(s)
  - If your legal Parents are married to each other or are not married **AND** live together list both.
  - If your legal Parent has married/remarried, list your legal Parent and your Stepparent.
  - If your legal Parents are separated or divorced, list only the Parent whose information you provided on the FAFSA.
- ❖ List your Parent(s) other children if your Parent(s) will provide more than half of their support from July 1, 2023 through June 30, 2024.
- ❖ List other people only if they now live with your Parent(s) **AND** get more half of their support from your Parent(s) **AND** will continue to get support from July 1, 2023 through June 30, 2024.
- ❖ For those listed below who will be attending a college **AND** enrolled in a degree or certificate program at least half-time between July 1, 2023 and June 30, 2024, provide the name and state of the college. Do not include dual enrollment for high school students.
- ❖ Attach a separate sheet if required.

Full Name	Age	Relation to Student	Name and State of College
		SELF	

### Certification and Signature

I certify that all information reported on this form and in my supporting documentation is complete and correct.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This form may be returned by email, fax, or mail:*  
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 903.566.7183  
 UT Tyler, One Stop Center  
 3900 University Blvd., Tyler, TX 75799