

THE UNIVERSITY OF TEXAS AT TYLER
REQUEST FOR SPECIAL CIRCUMSTANCES
2009-2010

Although the formula used to determine eligibility for federal student aid is generally the same for all applicants, the Financial Aid Office may allow adjustments based on verifiable conditions. If you or your family has unusual circumstances not shown on the Free Application for Federal Student Aid (FAFSA) form, please complete the information requested below. **ALL REQUESTS MUST BE SUBMITTED PRIOR TO ANY FINANCIAL AID AWARD BEING ACCEPTED AND/OR DISBURSED.**

Student Name _____ Student ID# _____

ALL CORRESPONDENCE WILL BE SENT TO STUDENT'S UT TYLER E-MAIL ADDRESS.

Parent(s) Name _____ (dependent students only)

Phone Number _____

Unusual circumstances that may be approved by the Financial Aid Office for special conditions (with documentation) may include, but are not limited to:

- Loss of job (must be out of work for a period of at least 10 weeks)
- Loss of untaxed income/benefit(s)
- Loss of parent after FAFSA was filed
- Unusual elementary or secondary school tuition expenses
- Medical or dental expenses that total at least 10% of the AGI
 - *include expenses NOT paid by insurance
 - *include expenses incurred and paid in 2008

Use the space below and on the back to give us a detailed description of why your FAFSA should reflect an income change. Attach documentation (statement from employer, statement from agency providing income or services, death certificate, total billing of expenses) that will be helpful in considering your request.

You must sign below certifying the accuracy of the information provided on this form. If you are dependent for financial aid purposes, at least one of your parents must also sign below certifying the accuracy of the information provided.

Student's Signature

Date

Parent's Signature (if applicable)

Date

OFFICE USE ONLY: Action Taken:_____ Date:_____ Counselor's Initials:_____

A Financial Aid Counselor will review your request and notify you by UT Tyler Patriot email of the results. Please allow 2-4 weeks for review.

Financial Aid Office
3900 University Blvd.
Tyler, TX 75799
(903) 566-7180
financialaid@uttyler.edu

With few exceptions, you are entitled on your request to be informed about the information The University of Texas at Tyler collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have The University of Texas at Tyler correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that The University of Texas at Tyler collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.