

2025-2026 Special Circumstances Request

Student Name: _____ ID#: _____

Guidelines:

In accordance with Federal regulations, Student, Spouse and Parent 2023 income is used to determine student eligibility for financial aid for the 2025-2026 academic year. However, there are special circumstances under which we may be able to recalculate student eligibility for federal financial aid using Student, Spouse and Parent 2024 income or adjusted 2025 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 SAI (student aid index) of zero or less, or if your loss of income is less than 25% of your 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/Spouse/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 2023 tax return and signed current year tax return.
- ☐ Loss of Student/Spouse/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 2023 tax return and signed current year tax return.
- ☐ Loss of Student/Spouse/Parent Income due to health, disability, injury or natural disaster.
Typical Supporting Documents: Documentation of unemployment compensation, disability benefits, SS benefits; signed 2023 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 2023 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 1/Guardian 1/Spouse Signature

Date Signed

Parent 2/Guardian 2/Spouse Signature

Date Signed

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

enroll@uttyler.edu

903.566.7183

UT Tyler, One Stop Center

3900 University Blvd., Tyler, TX 75799



2025-26 Household Verification

Student Name: _____
(Last, First, MI)

Student ID: _____

Information:

Your application has been selected for Verification by the Department of Education, we are required by Federal Law (34 CRF, Part 668) to compare the information from your FAFSA with the information requested below. Upon submitting this form:

- ❖ We will update your FAFSA, if needed, based on the information provided on these forms.
- ❖ We cannot continue processing your financial aid until all required financial aid documents have been submitted.
- ❖ All required documents must be submitted to our office **AT LEAST** two weeks before the end of term.

Household Information as of Today:

- ❖ List yourself (the student) first.
- ❖ If you are a Dependent, 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 on the parent whose information you provided on the FAFSA
- ❖ If you are an Independent, list your Spouse, if married. If your spouse will be attending college AND enrolled in a degree or certificate program at least half-time between July 1, 2025 and June 30, 2026 provide the name and state of the college.
- ❖ If you are a Dependent, list your parent(s) other children if your parent(s) will provide more than half of their support from July 1, 2025 through June 30, 2026.
- ❖ If you are an Independent, list your children if you will provide more than half of their support from July 1, 2025 through June 30, 2026.
- ❖ 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, 2025 through June 30, 2026.
- ❖ 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, 2025 and June 30, 2026, provide the name and state of the college. Do not include dual enrollment for high school students.
- ❖ Attach a separate sheet if required.

	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: _____

Parent or Spouse's Signature: _____

Date: _____

Office of Financial Aid

3900 University Blvd., Tyler, Texas 75799

www.uttyler.edu/financialaid/

Phone (903) 566-7180

Fax (903) 566-7183