



2024-2025 Special Circumstances Form

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SPEC05

Black Ink Only

The Special Circumstances form is for students who have exceptional circumstances which are not taken into account through the initial FAFSA process. Complete this form indicating your circumstances and submit it to the Office of Financial Assistance with the required documentation for us to evaluate your need for additional assistance. Review of special circumstances will take place after you complete a 2024-2025 FAFSA. Please note that all forms must be signed with **handwritten** signatures in black ink only. Per federal regulations, we are unable to accept typed signatures, electronic signatures, nor signatures made with an electronic pen. Please allow 3-5 business days for review.

Special circumstances submitted after Oct. 18, 2024 (Fall) or Mar. 7, 2025 (Spring) may not be able to be processed.

Student Information

Student Name Student ID Phone Number (include area code)

Change of Financial Circumstances

Required documentation:

- Detailed personal statement of circumstances for loss of employment; include current work status and pay frequency.
 - Completion of the verification process. Submit the 2024-2025 Standard Verification Worksheet with required documentation. Please see **Verification Requirements** on page 2 for more information on completing the verification process and additional required documentation.
 - Submit a signed copy of your (or your parents', if dependent) 2023 tax return and all 2023 W2s.
 - Submit documentation from former employer confirming loss of income, date of separation, and any severance pay amount.
 - Submit copies of most recent full month's pay stubs from current job (if applicable).
 - Submit a printout of the Texas (or applicable state) Workforce Commission Claim and Payment statement (unemployment benefits, etc.)
- *Changes to finances due to divorce, death, etc. should be submitted through the Parent or Student Marital Status forms*

Unusual Medical Expenses

Required documentation:

- Attach a copy of your 2023 Schedule A Form from the 2023 Federal tax return. Expenses are considered unusual if they exceed 11% of the family's income. Expenses must appear in the 2023 Schedule A form.
 - Attach a detailed letter explaining what the medical expenses are for. Orthodontic expenses will not be considered.
 - If the Schedule A is not available, please submit Explanation of Benefit forms for the claimed expenses. Expenses for medical premiums and amounts covered by insurance will not be considered.
- *Changes to finances due to divorce, death, etc. should be submitted through the Parent or Student Marital Status forms*

Certifications & Signatures

Initial each of the statements below to verify your understanding, and sign/date. Parent signature is required for dependent students.

_____ I understand that submitting this request for re-evaluation may not change the outcome of my FAFSA eligibility or result in additional grant funding but will allow the Office of Financial Assistance the opportunity to review my circumstances.

_____ I certify the information on this appeal to be complete and accurate and that I have attached the required documentation. If any of the information changes, I understand I must promptly notify the Office of Financial Assistance and that I may be responsible for repayment of financial aid received if I fail to do so.

Student Signature Date

Parent Signature (required for dependent students) Date

*All signatures must be **handwritten** in black ink only. Electronic/typed signatures and signatures made with an electronic pen will **not** be accepted.

Verification Process

Prior to starting your special circumstances review, you will be required to complete your 2024-2025 FAFSA application as well as the Verification Process. To complete the verification process, please refer to the list below to determine the documentation required. Please note that all forms listed below require to be signed with **handwritten** signatures in black ink only. Electronic/typed signatures and signatures made with an electronic pen will **not** be accepted.

For Dependent students:

- The [2024-2025 Dependent Standard Verification worksheet](#)
- Submit a signed copy of your 2022 tax return and all 2022 W2s (if applicable). If you are unable to locate your 2022 Tax Return or 2022 W2's, you may request copies of your tax documents by visiting <http://www.irs.gov>.
- Submit a signed copy of your parents' 2022 tax return and all 2022 W2s (if dependent student). If your parent(s) are unable to locate their 2022 Tax Return or 2022 W2's, they may request copies of their tax documents by visiting <http://www.irs.gov>.
- If you and/or your parents (if dependent student) did not file a 2022 Tax Return but received income earned from work, you and/or your parents will need to submit the [2024-2025 Non-filing form](#).
- If your parent(s) would have filed a Foreign Tax Return but were not required to do so, they will need to submit a verification of Non-Filing letter from the foreign tax authority.
**Changes to finances due to divorce, death, etc. should be submitted through the Parent or Student Marital Status forms.*

For Independent students:

- Submit the [2024-2025 Independent Standard Verification worksheet](#)
- Submit a signed copy of your 2022 tax return and all 2022 W2s (if applicable). If you are unable to locate your 2022 Tax Return or 2022 W2's, you may request copies of your tax documents by visiting <http://www.irs.gov>.
- If you/or your spouse did not file a 2022 Tax Return but received income earned from work, please submit the [2024-2025 Non-filing form](#).
- If you/or your spouse would have filed a Foreign Tax Return but were not required to do so, you will need to submit a verification of Non-Filing letter from the foreign tax authority.
**Changes to finances due to divorce, death, etc. should be submitted through the Student Marital Status forms.*

Please note: The Office of Financial Assistance may request additional information or documents based on your circumstance.