

Request for Review of Special Circumstances

2023-2024



NAME: _____ OBU ID: _____

EMAIL ADDRESS: _____ PHONE: _____

CLASSIFICATION IN 2023-2024: Freshman Sophomore Junior Senior

Complete this form if the income reported on your FAFSA (from two years prior) has significantly changed, and you would like the Financial Aid Office to review for a possible professional judgement adjustment to your FAFSA. Supporting documentation must be attached. All requests will be reviewed, but additional aid is not guaranteed.

REASONS FOR REQUEST:

____ LOSS OR CHANGE IN EMPLOYMENT

Required documentation:

- Letter explaining your circumstances
• Termination notice or documentation of last day with former employer
• Notice of severance package
• Notice of unemployment benefits
• Employee's year to date paystub from former employer
• Documentation of 3 months of your current income - paystubs from current employer
• Most recent federal tax return or tax transcript (available at irs.gov)

____ PARENT RETIRED

Required documentation:

- Letter explaining your circumstances
• Copy of your 2021 federal tax return or tax transcript
• Documentation of all monthly income including retirement income

____ SEPARATION / DIVORCE or DEATH OF FAMILY MEMBER AFTER FAFSA FILED

Required documentation:

- Letter explaining your circumstances
• Copy of 2021 federal tax return or transcript and W-2s (so that we can separate out and only include one income)

____ ONE TIME SOURCE OF INCOME

Required documentation:

- Letter explaining your circumstances and why non-recurring income is not available for college expenses
• Copy of 2021 federal tax return or transcript
• Documentation to identify the source of the income

____ OTHER EXTENUATING CIRCUMSTANCE

Required documentation:

- Letter explaining your circumstances
• Any supporting documentation

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE