



Student's Name: \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_
Student's Address: \_\_\_\_\_
Student's Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Student's Email: \_\_\_\_\_
Award Year for which you are applying for Special Circumstances: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

NOTE: Verification paperwork must be submitted along with this application. This includes a verification worksheet and tax transcripts for the student, parent (dependent students), and spouse (independent students).

Step 1: Please check the circumstance that best explains your change in income level and submit the requested items.

- Termination: Please provide official letter from employer stating effective date, final pay stub, and documentation of unemployment benefits, if received. Note: Quitting your job to attend school is not a special circumstance.
Reduction of pay: Please provide official letter from employer stating effective date, the previous pay rate, and the current pay rate. In addition, please provide pay stubs to document the change. Note: Reducing your hours to attend school is not considered a special circumstance.
Death of Spouse or Parent: Please provide documentation of the date of death with a death certificate or obituary, W-2's, and signed tax paperwork.
Elementary/Secondary Tuition Expenses: Please provide receipts for the family members for whom private elementary or secondary education tuition and fees were paid.
Unusually High Medical/Dental Expenses: Please provide receipts of medical or dental expenses that were paid out-of-pocket and were not paid by insurance. Note: Only the portion of expenses which exceed 11% of the total family income will be considered for special circumstances.
Divorce or Legal Separation: Provide legal documentation containing the date of the divorce/legal separation, copies of W-2's and a signed copy of the federal tax return used to complete the FAFSA.
Dependency Override: Independence for federal financial aid purposes may be granted where there is an involuntary separation from the family or if other extraordinary circumstances exist. An involuntary separation occurs when a student leaves or is removed from the family household for reasons other than his/her or their parents' own choice. One of the two forms of documentation listed below must be included.
1. One letter of third party documentation from a professional (counselor, teacher, attorney, doctor) that knows your situation and can explain it in detail. This documentation must be on official letterhead and state the reason for the involuntary dissolution of the family. It must also contain a certification that in the third party's opinion, it was in the student's best interest (physical, mental, or other) to leave the home environment.
2. If a letter from a professional is not possible, please explain why and obtain three notarized letters from persons that know your family situation first-hand. In their letter, please have them state their relationship to you, the length of time they have known you and your family, and their understanding of your family situation. Each letter must be signed by the author of the letter and notarized by a certified notary public.

**Step 2: Complete the following income worksheet. Do not leave any blanks.**

	<b>Actual</b> January 1 – today	<b>Estimated</b> Today – December 31	<b>Total:</b> Actual + Estimated
<b>Student Income</b>			
<b>Spouse Income</b> (independent students only)			
<b>Father’s Income</b> (dependent students only)			
<b>Mother’s income</b> (dependent students only)			
<b>Other taxable income:</b> dividends, interest, pensions, alimony, unemployment			
<b>Temporary Assistance to Needy Families (TANF)</b>			
<b>Child Support</b>			
<b>Other taxed income</b> (welfare)			

**Step 3:** Statement of Circumstances: In the space below, please explain your special circumstance being as detailed as possible. Make sure you provide details, names, dates, amounts, and any other pertinent information to help us better understand your circumstance. Necessary documentation will be needed (see above). Be sure to keep copies of your special circumstance request for your records as well as any original paperwork. Copies are acceptable

***By signing, I certify that all the information submitted on each page of this Special Circumstance Appeal Application is true and accurate to the best of my (our) knowledge. It is understood that any mistakes, omissions, or misrepresentations of the truth are grounds for this appeal to be canceled.***

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Spouse Signature (required)

\_\_\_\_\_  
Date

**OWKU Financial Aid Office Use:**

Prior year Special Circumstances? \_\_\_\_\_

Special Circumstances Approved? \_\_\_\_\_

Original EFC: \_\_\_\_\_ Adjusted EFC: \_\_\_\_\_ Date of FAA Access Change: \_\_\_\_\_