

ID # **A** | | | | | | | | | | Name _____
(Last Name) (First Name) (MI)

Section A. Special Circumstances Notices and Process

The Office of Financial Aid & Scholarships at St. Louis Community College recognizes that there may be circumstances when the Free Application for Federal Student Aid (FASFA) does not accurately reflect a family’s current financial situation. This form allows you to explain unusual circumstances and request a re-evaluation of financial aid eligibility. The information and documentation provided will be reviewed in accordance with guidelines provided by the U. S. Department of Education.

Deadlines

- Fall 2023 - September 8, 2023
- Spring 2024- February 2, 2024
- Summer 2024- May 10, 2024

Important Information, please read carefully:

- All information and documentation will be reviewed on a case-by-case basis to determine eligibility. At any point, additional information can be requested.
- If it is determined that you are an eligible applicant with special circumstances, any adjustments made to determine eligibility are valid at this institution only. If you were approved for special circumstances at another institution, you must still submit information and documentation required by St. Louis Community College.
- If at any point it is determined that information provided is incomplete or inaccurate, you risk being overfunded and may possibly owe money back to the institution and/or U.S. Department of Education.
- It is crucial that students continually check STLCC email for updates and communications regarding this application process.
- Special Circumstances approvals do not carry over year to year. Future applications will need to be re-evaluated to determine if circumstances remain eligible for special consideration.
- Voluntary disruption of employment or termination from employment due to misconduct will not be considered. (For example, choosing to reduce hours or quit employment for schooling, cannot be a circumstance considered, as that is considered voluntary).
- If you are not meeting the standards of academic progress policy, you are ineligible for review of a special circumstance. If you have an appeal pending, the appeal must be approved first before the special circumstances is reviewed.

Please complete this form and return it to our office along with the required documentation. This office will not process an incomplete packet.

Process:

- If selected for verification, please submit all verification requirements. Verification will be reviewed first before the special circumstance application is reviewed. If you are not selected for verification, please know an approved special circumstance application can result in verification selection near the end of the awarding process.
- Select applicable circumstance on page 2 of this form and complete the appropriate information requested.
- If you are experiencing a circumstance not listed on the form, causing your 2022 or 2023 income to be significantly less than 2021, you must type a statement on form. The statement should thoroughly explain circumstances and its impact on household income along with pertinent dates.
- Provide required documentation based on circumstances selected. Please be sure to attach to application before submission.
- After verification and all requested documentation is submitted, results from the evaluation process will be sent via STLCC email.

Checklist:

	Task
<input type="checkbox"/>	Select circumstances and complete information requested or. If circumstances don't apply, attached typed or clearly written statement (be sure to include student ID number, signature, and pertinent dates)
<input type="checkbox"/>	Attached required documentation

ID #

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Name _____

(Last Name)

(First Name)

(MI)

Section B. Circumstances and Documentation Requested

<input type="checkbox"/> Involuntary Loss of Employment Student or one of student's parents (or a stepparent), earned money in 2021, but has lost his or her job for at least 10 weeks. If dependent, specify parent: _____ Date employment ceased: _____
Documentation Needed: <input type="checkbox"/> If event occurred in 2022, submit a 2022 signed and dated tax return/transcript (including all schedules if self-employed/independent contractor) <input type="checkbox"/> Employment Termination Letter with termination date (Letters from employers should be on a company letterhead with full address of employer.) <input type="checkbox"/> If applicable, statement listing severance payments/packages. <input type="checkbox"/> Final paystub(s) from former employer <input type="checkbox"/> If employed after job lost, include last paystub(s) from all current employment <input type="checkbox"/> Documentation of unemployment benefits that include funds received to date and balance remaining <input type="checkbox"/> Documentation of any untaxed income/benefit (social security, workers compensation, etc.)
<input type="checkbox"/> Involuntary Loss of Earnings due to Disability or Natural Disaster Student or one of student's parents (or a stepparent), earned money in 2021, but has not been able to earn money in the usual way for at least ten weeks. This must have been because of either a disability or a natural disaster that occurred. Disability or Natural Disaster: _____ Date of Occurrence: _____
Documentation Needed: <input type="checkbox"/> Submit a 2022 signed and dated tax return/transcript (including all schedules if self-employed/independent contractor) <input type="checkbox"/> Notarized Statement of Circumstances <input type="checkbox"/> Final paystub(s) from former employer <input type="checkbox"/> If employed after disability or natural disaster occurrence, include last paystub(s) from all current employment <input type="checkbox"/> Documentation of Insurance and/or Benefit received or expected to receive
<input type="checkbox"/> Separation or Divorce Student has already applied for Federal Student Aid, but themselves or their parents, if dependent, have separated or divorced since that time. Any change of marital status that occurs after January 1, 2024, will not be reviewed. Date of separation or divorce: _____
Documentation Needed: <input type="checkbox"/> For separation: Signed agreement or statement indicating date of separation and two official documents verifying physical address of the absent spouse/parent (no P.O. Boxes). Examples: Copy of lease, utility bill, driver's license, etc. <input type="checkbox"/> For Divorce: Divorce decree <input type="checkbox"/> For dependent student: if remaining parent (the one remaining on FAFSA), gained employment after divorce, include last paystub(s) from all current employment
<input type="checkbox"/> Death of Spouse or Parent(s) Student has already applied for Federal Student Aid, but since that time a parent or spouse had died.
Documentation Needed: <input type="checkbox"/> Copy of death certificate or published obituary

ID # A [grid] Name (Last Name) (First Name) (MI)

PLEASE NOTE: Do NOT complete this page if you have checked a category on the reverse side.

If there are circumstances other than those listed on the reverse side that will cause your household income for 2022 or 2023 to be significantly less than 2021, please complete the section below and submit required documentation.

[Horizontal lines for text entry]

I certify that all information listed is complete and accurate. I further certify that if any information changes, I will notify the Financial Aid office in writing of the changes. I also understand that submitting this form late or incomplete may eliminate potential eligibility due to processing times. All submitted documentation becomes part of the official record and therefore cannot be returned. I understand that purposely giving false or misleading information may cause me to be fined, sent to prison, or both.

Student Signature Date Financial Aid Assistant Date

OFFICE USE ONLY

Rec'd. By

