

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 2025 - September 5, 2025

Spring 2026- February 6, 2026

Summer 2026- May 15, 2026

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.
- Provide a thorough statement explaining your 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

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Section B. Circumstances and Documentation Requested
☐ **Involuntary Loss of Employment**

Student or one of student's parents (or a stepparent), earned money in 2024, but has lost his or her job for at least 10 weeks.

If dependent, specify parent: _____

Date employment ceased: _____

Documentation Needed:

- ☐ If event occurred in 2024, submit a 2024 signed and dated tax return/transcript (including all schedules if self-employed/independent contractor)
- ☐ Employment Termination Letter with termination date (Letters from employers should be on a company letterhead with full address of employer.)
- ☐ If applicable, statement listing severance payments/packages.
- ☐ Final paystub(s) from former employer
- ☐ If employed after job lost, include last paystub(s) from all current employment
- ☐ Documentation of unemployment benefits that include funds received to date and balance remaining
- ☐ Documentation of any untaxed income/benefit (social security, workers compensation, etc.)

☐ **Involuntary Loss of Earnings due to Disability or Natural Disaster**

Student or one of student's parents (or a stepparent), earned money in 2024, 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:

- ☐ Submit a 2024 signed and dated tax return/transcript (including all schedules if self-employed/independent contractor)
- ☐ Notarized Statement of Circumstances
- ☐ Final paystub(s) from former employer
- ☐ If employed after disability or natural disaster occurrence, include last paystub(s) from all current employment
- ☐ Documentation of Insurance and/or Benefit received or expected to receive

☐ **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, 2025, will not be reviewed.

Date of separation or divorce: _____

Documentation Needed:

- ☐ 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.
- ☐ For Divorce: Divorce decree
- ☐ For dependent student: if remaining parent (the one remaining on FAFSA), gained employment after divorce, include last paystub(s) from all current employment

☐ **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:

- ☐ Copy of death certificate or published obituary



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Student Signature	Date	Home or Cell Phone Number
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