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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 (FAFSA) 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 6, 2024  
Spring 2024- February 7, 2025  
Summer 2024- May 16, 2025

**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 2023 or 2024 income to be significantly less than 2022, 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



