

2023/2024 Special/Unusual Circumstance Application Dependent Student



Student Name: _____ UCA ID: _____

Your 2023/2024 federal aid application (FAFSA) uses 2021 income information to determine your eligibility for federal financial aid (grants, loans, work-study). If your family has experienced a special circumstance as defined below, which results in a reduction of income for 2021, we may be able to recalculate your eligibility taking this into consideration. Completion of this form does not guarantee an adjustment will be approved or eligibility will be increased.

Note: Requests will be considered while the student remains enrolled for the term in which the request applies.

Instructions:

- Complete Each Section Below (A – E)
- Attach Required Documentation (see section C)
- Sign, Date and submit this form and required documentation to the Financial Aid Office

A. Special/Unusual Circumstance (check at least one)

√	Circumstance
	Death of a parent (parent or step-parent included on the FAFSA)
	Divorce/Separation of Parent (parent or step-parent included on the FAFSA)
	Reduction or Loss of income
	Loss of Untaxed Income
	Natural Disaster that impacted family financial resources (COVID-19, Tornado, etc.)

Examples of financial circumstances that will not be considered:

- Tuition paid for elementary/secondary private school, unless due to a disability;
- Miscellaneous consumer expenses (credit cards, car payment, moving expenses, funeral expenses, etc.)
- One-time incomes such as severance pay, lottery, retirement or gambling winnings;
- Reductions in overtime pay (this will be reflected on the following year's aid application)

B. Student Statement

The student must submit a typed and signed statement explaining what has changed since the FAFSA was completed and how it affects the family finances and ability to pay for school.

C. Documentation: You must submit documentation of the Unusual/Special Circumstance

√	Circumstance	Documentation Required
	Death of a parent	Death Certificate or notice (we will use FAFSA income of surviving parent)
	Divorce/Separation of Parent	Divorce Decree, separation agreement, verification of separate addresses (we will use FAFSA income of the custodial parent)
	Reduction or Loss of Income	Letter from Employer, Unemployment Agency, other institution, etc.
	Loss of Untaxed Income	Letter from appropriate agency
	Natural Disaster	Documentation of event, documentation of effect/impact

D. 2023 Income Data

Definitions:

- **Taxed:** Any income that would normally be reported on your federal income tax return (including retirement, IRA distributions, untaxed portions of pensions, etc.)
- **Untaxed:** Any income that is not subject to federal income tax (do not include social security benefits)

	Parent 1	Parent 2	Student
Total 2023 Gross Taxed Income to Date:	\$	\$	\$
Total 2023 Est Gross Taxed Income from today through 12/2023	\$	\$	\$
Total 2023 Untaxed Income to Date:	\$	\$	\$
Total 2023 Estimated Untaxed Income from today through 12/2023	\$	\$	\$
Total	\$	\$	\$

Attach documentation for income totals in each box above. Examples of documentation include but are not limited to:

- 2023 Pay Stubs to Date
- Letter from employer
- Letter from government or other agency

E. Certification

I certify the information provided on the front and back of this form is true and correct. Only one application per year will be approved.

Signature of Student: _____

Date: _____

Signature of Parent: _____

Date: _____