

2025/2026 Special Circumstance Application Dependent Student



Student Name: _____

UCA ID: _____

The US Department of Education defines special circumstances as financial situations (loss of a job, etc) that justify an aid administrator adjusting data elements in the COA or in the SAI calculation. Your 2025-26 FAFSA uses 2023 income information to determine your federal aid eligibility. If your family has experienced a special circumstance, you may complete and submit this form for review.

IMPORTANT: All complete applications will be reviewed, but not all requests will be approved. Requests will be considered while the student remains enrolled for the term in which the request applies.

Instructions: Complete this form in its entirety and submit all relevant documentation. Additional documentation may be requested after the initial review.

A. Student Statement

Provide a typed and signed statement explaining what circumstances have changed since the FAFSA was completed and how it affects the family finances and ability to pay for school.

B. Provide Documentation of Special Circumstances

Examples of Special Circumstances and examples of acceptable documentation:

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 and documentation of effect/impact
Other	Documentation supporting/verifying the circumstance described in your statement

C. 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: _____

Office of Student Financial Aid

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