

STEP 4: DOCUMENTATION

All students MUST submit the following documentation, regardless of their reason for filing a Special Circumstance Request:

- 2020-2021 Standard Verification Worksheet
- 2018 Federal Tax Return Transcript AND Spouse/Parents' 2018 Federal Tax Return Transcript
- If special circumstance request is submitted after Jan 1, 2021, you must submit student's 2019 Federal Tax Return Transcript AND Spouse/Parents' 2019 Federal Tax Return Transcript

In addition the following documentation is required:

LOSS OF EMPLOYMENT - Student/Spouse/Parent was working during 2017, but is now working fewer hours or is unemployed. The following documentation is required from the unemployed household member:

- ✓ Last check stub(s) from previous employer
- ✓ Letter from previous employer stating date of termination if available
- ✓ Last check stub or explanation of benefits letter from unemployment

DEDUCTION OF ONE-TIME PAYMENT - Student/Spouse/Parent received a ONE-TIME PAYMENT (pension, IRA, annuities, gambling winnings, settlement, etc.) The following documentation is required:

- ✓ Receipt(s) and/or statements showing amount of one-time-payment and where one-time payment was spent
- ✓ Copy(s) of bank account statements

SEPARATION OR DIVORCE - Student/Parent was married when the FAFSA was filed, but has now separated or divorced. The following documentation is required:

- ✓ Court documentation verifying legal separation or divorce

DEATH OF A SPOUSE OR PARENT - Spouse/Parent passed away after the FAFSA was filed. The following documentation is required:

- ✓ Copy of Death Certificate

UNUSUAL MEDICAL EXPENSES - Student/Spouse/Parent has unusual medical expenses NOT covered by insurance. The following documentation is required:

- ✓ Copy of bill(s) AND receipt(s) of payment

Please return this form and all supporting documentation to: Office of Enrollment Services, 125 Michigan Ave NE, Washington DC 20017 or fax to (202) 884-9524. Please call (202) 884-9530 with any questions.

FOR OFFICE USE ONLY

Special Circumstance Request Approved New EFC: _____ Corrections requested? Y / N

Comments: _____

Special Circumstance Request Denied. Reason for Denial: _____

Incomplete. Documentation needed: _____

FAA Signature: _____ Date: _____