

## **Office of Enrollment Services** 125 Michigan Avenue, NE Washington, DC 20017

ph:202.884.9530 fax: 202.884.9524 email: enrollmentservices@trinitydc.edu

## 2020-2021 Special Circumstance Request

This request is used to adjust the income reported on the 2020-2021 Free Application for Federal Student Aid (FAFSA) due to a change of circumstances during the calendar or academic year. TO COMPLETE YOUR REQUEST YOU MUST SUBMIT THE DOCUMENTATION AS DETAILED ON THE BACK OF THIS FORM.

Student Name:		Trinity ID or SSN#:		
STEP 1: CIRCUMSTANCE TO BE CON  Loss of employment  Unusual medical expenses	☐ Separation		f a spouse or parent	
In the space below, give specific dates a chronological order.	nd reasons as to when a	and why income changes occurred. Be spe	cific and list events in	
STEP 3: 2020 INCOME				
• If completing this form before . January 1, 2020 to December 3	January 1, 2021, use you 1, 2020.	yourself and your spouse/parent(s) in the pur best estimate of the TOTAL amounts er taxes first and use the figures from your	expected for	
STUDENT/SPOUSE EXPECTED INCOME	CALENDAR YEAR (Jan 1-Dec 31, 2020)	PARENT(S) EXPECTED INCOME	CALENDAR YEAR (Jan 1-Dec 31, 2020)	
Adjusted Gross Income (wages, unemployment, interest income, etc.)		Adjusted Gross Income (wages, unemployment, interest income, etc.)		
Income Tax Due		Income Tax Due		
Income earned from work by student		Income earned from work by father		
Income earned from work by spouse		Income earned from work by mother		
Untaxed income (Social Security Benefits, Disability, TANF, Public Assistance, etc.)		Untaxed income (Social Security Benefits, Disability, TANF, Public Assistance, etc.)		
I certify that all the information reported documentation is required I will submit the I also understand that giving false or misled treated as such.  Student Signature	ose documents in a tin	al aid is complete and correct to my knely manner or my Special Circumstance	e Request will be denied	
Parent Signature (required if student is dependent)		Date		

TO COMPLETE YOUR REQUEST YOU MUST SUBMIT THE DOCUMENTATION AS DETAILED ON THE BACK OF THIS FORM.

## **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

**<u>DEDUCTION OF ONE-TIME PAYMENT</u>** - 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

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

✓ Copy of Death Certificate

<u>UNUSUAL MEDICAL EXPENSES</u> - 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:		