



OFFICE OF FINANCIAL AID
2021-2022 Request for Consideration of Special Circumstances



CFSPEC

Student Name: _____

NSHE ID: _____

Sometimes families experience circumstances, which merit recalculation of their financial aid eligibility based on 2020 tax year information rather than the federally required 2019-tax information. This form is designed to document those situations for review by the Office of Financial Aid. **Please be advised that all Professional Judgment appeal decisions are final.**

Section 1: INSTRUCTIONS

1. Complete and submit the Free Application for Federal Student Aid (FAFSA) for the current Award Year (i.e., 2020-2021 or 2021-2022);
2. Complete and submit this *Request for Consideration of Special Circumstances Form* to the Office of Financial Aid;
3. Complete and submit a Student Verification Worksheet, Group 1
 - ***Submit a copy of your 2019 and 2020 Tax Return Transcript (*2021 if after January 31st) and your parent’s 2019 and 2020* Tax Return Transcript (if a dependent student);**
 - ***Submit a copy of your/your spouse’s (if married) 2019 and 2020 Tax Return Transcript (2021 if after January 31st)**
4. Submit a typewritten, signed letter explaining your situation

Section 2: CIRCUMSTANCES

Please check [] the box beside the circumstances that apply to your situation and **submit** the required paperwork.

- Separation from Employment due to Layoff, Termination, or Disability for at least 10 weeks in 2020/2021**
 - * Letter from employer on company’s letterhead including last date of employment _____
 - * Unemployment benefits determination document (if applicable) _____
 - * Documentation of income for 2020/2021 (Tax Return Transcript), and ALL W-2/1099's _____

- Excessive non-reimbursed medical and/or dental expenses**
 - * Documentation of non-reimbursed medical and/or dental expenses OR _____
 - * Canceled checks verifying payments made in 2020/2021 OR _____
 - * Copy of Schedule A Form from 2020/2021 Federal Income Tax Return _____

- Loss or Reduction of 2020/2021 Income Source (one-time income, disability benefits, welfare benefits, child support)**
 - * Copy of Notification of benefits reduction/termination, including the effective date _____
 - * Documentation of 2020/2021 income (taxable and non-taxable) _____
 - * Letter explaining the type and amount of one-time income received in 2019 and not 2020/2021. _____

- Separation or Divorce which occurred AFTER applying for financial aid**
 - * Copy of court order, final divorce decree or legal separation agreement _____
 - * W2/1099 statements from both parties and a 2020/2021 Tax Return Transcript for both parties _____

- Death of a parent (or spouse) which occurred AFTER applying for financial aid**
 - * Copy of death certificate _____

- Other Unusual Circumstances**
 - * Please attach a detailed statement and include copies any additional documentation you would like the Financial Aid Administrator to consider if your family circumstances were not reflected above. _____

