

## 2024-2025 Special Circumstances Appeal

The FHTC Financial Aid Office recognizes that families may experience a change in their financial situation from the 2022 federal tax information reported on the FAFSA. Through the use of professional judgement, a financial aid administrator may be able to make adjustments to your FAFSA which could result in a recalculation of your federal aid eligibility.

### Student Information

_____	_____	_____	_____	_____
Last Name	First Name	M.I.	Social Security Number	Date of Birth
_____	_____	_____	(____)_____	(____)_____
Address			Home Phone number	Student's Cell Phone number
_____	_____	_____	_____	_____
City	State	Zip Code	Student's Email Address	

### Documentation Required

To ensure consideration of your request, please read the entire form and submit the documentation listed below.

\_\_\_ **Special Circumstances Appeal Form:** submit this document with all appropriate signatures.

\_\_\_ **Appeal Letter:** Provide a letter of appeal detailing your situation with current contact information.

\_\_\_ **Supporting documentation:** 2022 Tax Return Transcript (or DRT used in FAFSA), W-2s, paystubs, tax returns, etc.

### Special Circumstances

Select the situation that applies and submit all appropriate bulleted items from below each box checked.

\_\_\_\_\_ Decrease in student/spouse income (Independent Students)

- Must include an estimate of gross income from work from January 1, 2024 to December 31, 2024. (Complete income worksheet on back) Student \$\_\_\_\_\_ Spouse \$\_\_\_\_\_
- Documentation of income from other sources, such as unemployment compensation
- Copies of most recent pay stubs reflecting the changes to be considered
- Termination notice from employer on letterhead with last date of employment
- Letter of resignation

\_\_\_\_\_ Decrease in parent(s) income (Dependent Students)

- Must include an estimate of gross income from work from January 1, 2024 to December 31, 2024. (Complete income worksheet on back) Student \$\_\_\_\_\_ Parent \$\_\_\_\_\_
- Documentation of income from other sources, such as unemployment compensation
- Copies of most recent pay stubs reflecting the changes to be considered
- Termination notice from employer on letterhead with last date of employment
- Letter of resignation

\_\_\_\_\_ Lump sum distribution or non-recurring income that inflated the Adjusted Gross Income

- Signed itemized statement of how that income was spent
- Copy of 1099-R (for IRA or pension rollover)

\_\_\_\_\_ Divorce/Separation

- Divorce decree/separation agreement if legally separated (must include date of divorce/separation).

