

---

## 2019-2020 Special Circumstances – Dependent Student

---

**This form must be submitted by March 1, 2020 for the 2019-2020 academic year.**

Occasionally, unusual circumstances exist that may warrant reconsideration of financial aid eligibility. These special circumstances may be either changes that have occurred in your family circumstances since you filed the Free Application for Federal Student Aid (FAFSA) or unusual family circumstances not accounted for on the FAFSA. On the following pages we have listed the circumstances that most commonly qualify a student to file a Special Circumstances request. Select as many circumstances that fit your current situation.

### To Qualify for a Special Circumstances Review, You Must:

- Write a letter explaining your particular situation
- Complete all pages of this form
- Provide all requested documentation
- Choose one or more of the situations outlined on the following pages

If your circumstance(s) does NOT fit into one of the options, you may still file the Special Circumstances Form. Please attach a letter explaining your situation as well as any supporting documentation.

**Please note: Filing this appeal does not guarantee additional financial aid. Some appeals may only result in the student receiving the maximum in subsidized loan eligibility and/or Pell grant eligibility. Please allow 3-4 weeks for processing.**

Student Name: \_\_\_\_\_ Student ID Number: G \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

---

By signing this worksheet, I certify that all of the information reported to qualify for federal student aid is complete and correct. All attachments and supporting documents are true to the best of our knowledge. I further understand that purposely giving false or misleading information may result in a fine, jail terms, or both.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return your completed form to the Office of Financial Aid & Scholarships by fax, U.S. mail, or in person. Be sure to include your name and G Number on all pages. Missing information may delay processing.**

**Loss of Income**

Reduction or loss of income from work must be for at least ten (10) weeks or sufficient documentation of change and new employment.

- Parent 1 (father/mother/stepparent)      Date of layoff/termination: \_\_\_\_\_
- Parent 2 (father/mother/stepparent)      Date of layoff/termination: \_\_\_\_\_
- Student      Date of layoff/termination: \_\_\_\_\_
- Has the parent started another job?     No     Yes    If yes, give start date: \_\_\_\_\_
- Has the student started another job?     No     Yes    If yes, give start date: \_\_\_\_\_

Documentation Required:

- A letter from employer verifying loss of employment including effective date
- A copy of the last pay statement showing gross year-to-date income for **all** jobs worked for **both** parents  
*\*If more than one employer per parent, please include start/end dates in written statement.*
- Documentation of unemployment benefits from state agency
- Documentation of severance pay received, or IRA's, stocks, bonds, pensions, etc. converted to cash.

**Loss of Child Support**

Name of Child: \_\_\_\_\_ Amount received in 2019: \_\_\_\_\_ Date support ended: \_\_\_\_\_  
Name of Child: \_\_\_\_\_ Amount received in 2019: \_\_\_\_\_ Date support ended: \_\_\_\_\_

Documentation Required:

- A copy of legal separation/divorce papers that specifies amount of child support
- Statement from the Friend of the Court documenting amount of child support

**Receipt of One-Time Income**

Consideration for and one-time income may only be reviewed once during a student's enrollment at Grand Valley State University.

Documentation Required:

- A signed copy of your 2017 U.S. Federal Tax Return and/or 1099 Form
- Written statement explaining reason for early withdrawal

**Separation or Divorce of Parents since 2017**

Please note that your parents must be residing in separate households and provide documentation.

Date of separation/divorce: \_\_\_\_\_

Which parent will the student live with or which parent will provide the most financial support?

- Mother/Stepmother     Father/Stepfather

Documentation Required:

- A copy of supporting parent's most recent pay statement; and
- A copy of legal separation/divorce papers; and
- Documentation of spousal support and/or child support.

**Death of a Parent since 2017**

Mother/Stepmother     Father/Stepfather      Date of death: \_\_\_\_\_

Documentation Required:

- A copy of the death certificate or obituary; and
- Describe survivor benefits that are to be received including amounts and payment terms; and
- Surviving parent's 2019 income information.

**Medical or Dental Expenses paid by your family in 2017, 2018, and/or 2019**

Please select the year you wish to claim:  2017  2018  2019

Documentation Required:

- Submit a copy of Schedule A—Itemized Deductions from your federal tax return; or
- Submit copies of supporting documentation as proof of out of pocket payments.

Additional Information:

- Do **not** include payments covered by insurance or other resources.
- **Please note:** we cannot take into consideration payments made by insurance, unpaid invoices, handwritten confirmations of payments, or explanation of benefits or account statements.

**Elementary/Secondary Private School Tuition paid by your family in 2019**

Documentation Required:

- Submit copy of your bill or a letter from the school documenting cost and any gift assistance received. The bill must be for the 2019/2020 academic year.

**Other Circumstances not addressed in the above categories**

Documentation Required:

- Submit a statement that explains changes in your financial and/or family situation. If appropriate, please provide supporting documentation.

---

**Household Size Statement**

Please list the names and ages of all the members of your household\* during the 2019-2020 academic year. Also, please indicate which family members (*excluding parents*) will be enrolled in college at least half-time during 2019-2020 and which institution they are planning to attend. Parents cannot be listed as attending college for this form.

**\*The term “Household” is defined as follows:**

The household includes yourself, your parents and your parents’ other children if (a) your parents provide more than half of their support or (b) the children would be required to provide parental information when applying for Federal Student Aid. Include other people only if they now live with your parents, and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2019 through June 30, 2020.

| Name | Age | Relationship | Name of College |
|------|-----|--------------|-----------------|
|      |     | Self         | GVSU            |
|      |     |              |                 |
|      |     |              |                 |
|      |     |              |                 |
|      |     |              |                 |
|      |     |              |                 |

## Expected Total Income and Benefits

Use this form to document special circumstance for your parent's household incomes received to date and to provide your best faith estimate of **all** sources of income for 2019. Please enter **zero** to indicate you do not have any types of taxable or untaxed income to report.

| All sources of income for 2019  | Year To Date<br>1/1/19 – Today | Estimated<br>Today – 12/31/19 |
|---|--------------------------------|-------------------------------|
| Parent 1 Name: _____ Total Wages, Salaries, Tips  | \$ _____                       | \$ _____                      |
| Parent 2 Name: _____ Total Wages, Salaries, Tips  | \$ _____                       | \$ _____                      |
| Student Total Wages, Salaries, Tips   | \$ _____                       | \$ _____                      |
|   |                                |                               |
| Other <b>Taxable</b> Income: _____  | \$ _____                       | \$ _____                      |
| Other <b>Taxable</b> Income: _____  | \$ _____                       | \$ _____                      |
| Student Other <b>Taxable</b> Income: _____  | \$ _____                       | \$ _____                      |
|   |                                |                               |
| Other <b>Untaxed</b> Income: _____  | \$ _____                       | \$ _____                      |
| Other <b>Untaxed</b> Income: _____  | \$ _____                       | \$ _____                      |
| Student Other <b>Untaxed</b> Income: _____  | \$ _____                       | \$ _____                      |
| REQUIRED  | Parent(s)                      | Student                       |
| As of today, what is your total current balance of cash, savings, and checking accounts?  | \$ _____                       | \$ _____                      |
| As of today, what is the net worth of your investments, including real estate? <b>Don't</b> include the home in which your parents live. Net worth means current value minus debt. Visit <a href="http://www.fafsa.ed.gov/help.htm">www.fafsa.ed.gov/help.htm</a> for a list of investments must be reported.   | \$ _____                       | \$ _____                      |
| As of today, what is the net worth of your current businesses and/or investment farms? Don't include a family farm or family business with 100 or fewer full-time or full-time equivalent employees. Visit <a href="http://www.fafsa.ed.gov/help.htm">www.fafsa.ed.gov/help.htm</a> for additional information. | \$ _____                       | \$ _____                      |

Examples of **taxable** income: Unemployment compensation, taxable portion of Social Security benefits, severance pay, interest income, dividends, capital gains, alimony, pensions, annuities, IRA's, rents, royalties, partnerships, estates, trusts, life insurance payment, early withdrawal from 401k

Examples of **untaxed** income: Child support received for all children, worker's compensation, veteran's death benefits, disability, living allowances (housing, food, pensions, annuities, etc.) for military/clergy/other