

Financial Aid Special Circumstances Form 2023-2024

Student's Name _____
(Please Print)

Date _____

SS# or G# _____

Semester/Year _____

Phone Number _____

Email _____

Please outline any special circumstances which you feel impact your Financial Aid eligibility. Please keep in mind there are strict regulations regarding the adjustment of financial aid eligibility based on special circumstances. Please email all documents including this form to the RVCC Financial Aid Director – Lenny.mesonas@raritanval.edu

The following is a description of special circumstances that have an effect on my financial aid status:

<input type="checkbox"/> Unemployment or change in employment	<input type="checkbox"/> Separation or Divorce
<input type="checkbox"/> Death of Parent or Spouse	<input type="checkbox"/> Disability
<input type="checkbox"/> One Time Income	<input type="checkbox"/> Loss of taxable or untaxed benefits
<input type="checkbox"/> Un-reimbursed Medical Expenses	<input type="checkbox"/> Other circumstances not described as above

What year did your Income change? 2022 2023 2024

Who did this change occur for? Student Spouse Parent

*Please see the back of this form to determine what documentation you will need to submit based on your situation. A typed statement describing your circumstance (please sign and date your statement) with supporting documentation is required before your appeal can be reviewed. Please be aware that it can take up to 8 weeks for your appeal to be reviewed.

I understand that I may need to meet with a Financial Aid Staff Member and/or provide additional documentation in order to evaluate my special circumstances.

Student's Signature _____ Date _____

FOR OFFICE US ONLY

APPROVED No Action DENIED

Comments _____

FA Staff Signature _____ Date _____

2023-2024 GUIDELINES FOR SPECIAL CIRCUMSTANCES

CATEGORY	CONDITION	Please submit the documentation listed below along with a typed statement that includes dates and explains the changes in your employment history from Jan 1 st , 2021 to present
Unemployment or Change in Employment	<p>You, your spouse or a parent who earned money in 2021 has lost his or her job in 2022, 2023 or 2024.</p> <p>You, your spouse or a parent who worked full time in 2021 is not working full time now.</p>	<ul style="list-style-type: none"> • Household Verification Worksheet • 2021 Signed Federal Tax Return Transcript • 2022 Signed Federal Tax Return Transcript (if applicable) • All sources of Income for 2023 or 2024 including most recent pay stub, unemployment stub, or if available W-2 from all employers (if applicable)
Separation or Divorce	You or your parents have Separated or divorced after you filed the FAFSA.	<ul style="list-style-type: none"> • Proof of Divorce or Separate address, such as recent utility bills • Letter of explanation giving dates and details as to disposition of assets, etc. • Verification Documents
Death	Your spouse or parent who Worked in 2021 has died.	<ul style="list-style-type: none"> • Death certificate • Documentation of the deceased 2018 or 2021 earnings if applicable • Documentation of any death benefits • Verification documents
Disability	You, your spouse or a parent has been unable to earn money in the usual way due to disability.	<ul style="list-style-type: none"> • A typed statement with dates explaining how disability affected income • Documentation of earnings in 2022, 2023 or 2024 before disability • Documentation of earnings after disability • Verification documents
One-time Income	You, your spouse or a parent received income in 2021, which cannot reasonably be expected to receive in 2022, 2023 or 2024.	<ul style="list-style-type: none"> • Documentation of the one-time income • Verification documents
Loss of taxable or untaxed income	You, your spouse or a parent who received unemployment benefits or some untaxed income or benefit in 2021 has lost that income in 2022, 2023 or 2024.	<ul style="list-style-type: none"> • Documentation that the benefit was terminated and documentation of the benefit amount in 2022 or 2023 • Verification Documents
Un-reimbursed Medical Expenses	You or your parents PAID Medical/dental bills in 2021, 2022 or 2023, not covered by insurance.	<ul style="list-style-type: none"> • Schedule A of your 2021, 2022 or 2023 tax return • Proof of Payment • Verification Documents

Verification documents refer to Income and Household size information that the student (and parent) will need to provide. Some of this information may have already be verified when you completed your FAFSA. FA office staff will determine which documents will be need to be collected.