

**Office of Financial Aid**  
2024-2025 Petition for Special  
Circumstances

If you have already completed your 2024-25 financial aid application (FAFSA) process with our office but feel it doesn't reflect your (or your family's) circumstances, you may wish to submit this request for a review of your financial aid eligibility. If this petition is approved, your eligibility will be recalculated with the federal processor (FAFSA). Please note that a review doesn't **always result in increased aid**. Please note that the purpose of a Special Circumstance Petition is to see if you are eligible for a lower Expected Family Contribution (EFC). **Allow a minimum of 8 weeks for review and notification.**

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**STUDENT INFORMATION**

Student Name

ctcLink ID

Phone Number

Email Address

Special circumstance is for (check all that apply):  Student     Student's Spouse (if married)     Parent(s)

Special circumstance is regarding (check all that apply):

- Reduced income for school year     Medical/Dental expenses not covered by insurance  
 Unemployment     Change in marital status (only applies to separation or divorce after FAFSA was filed)  
 Parent in college     Other: \_\_\_\_\_

**PETITION REQUIREMENTS**

**Submit the following with this form:**

- A **signed letter of explanation** detailing the circumstances. Be thorough to avoid delays.
- Supporting documentation**
- If petition is due to loss of employment, attach unemployment benefit document or if not receiving unemployment benefits; include last day worked, severance pay amount and weekly unemployment amount.
  - If student or a family member chose to quit a job, the reason for doing so must be included in the statement.
  - If petition is due to reduced hours of work, note the new hourly rate & number of hours worked each week, as well as a recent pay stub.
  - If the special circumstance was the receipt of a one-time benefit in 2021 that won't be repeated in 2022 (such as receiving an inheritance, cash taken from 401K, etc.), a detailed itemization of how the funds were spent must be included in the explanation.
  - If the special circumstance is medical/dental expense not covered by insurance, attach an itemized list of all expenses, insurance payments and net amounts after insurance.

**Copies of 2023 tax return** for student (spouse or parent, if applicable). For non-tax filers, we will accept 2023 W-2's, and/or unemployment benefits statements.

**CERTIFICATION**

I certify that the information I have provided on this petition and in my personal statement is true and accurate to the best of my knowledge.

Student Signature	Date
Spouse's Signature	Date
Parent's Signature	Date

**PLEASE NOTE: We cannot accept documents via email due to sensitivity of the information.**

OFFICE USE ONLY		
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