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## 2023-2024 Special Circumstances Form

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Please complete if you are asking us to consider special circumstances for the 2022-23 academic year that are not accurately reflected in the information provided on the Free Application for Federal Student Aid (FAFSA). In order to determine any effect these variations may have on your financial aid eligibility, please respond to the appropriate circumstances listed below. **All specified documents MUST be returned with the completed form.**

**If you (your parent or spouse) have experienced a change in actual 2022 or expected 2023 income due to:**

- unemployment or change in employment
- change in marital status, divorce or separation
- death of a parent/spouse
- disability of you or your parent/spouse
- receipt of one-time income (*moving expense, inheritance, pension dist., capital gains, lottery, back pay, etc*)
- change in child support (reduced due to student graduating/turning 18)

- Submit:**
- (1). Explanation/Statement of circumstances, include the name of the person experiencing the change
  - (2). Documents as requested below
  - (3). This form

***Please provide documentation regarding actual 2022 income information or projected 2023 income information, whichever is the most accurate reflection of your current situation as of today.***

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\_\_\_\_\_ **Change of Employment**

- A copy of the last check stub with year-to-date income amount.
- A copy of the authorization form from the state unemployment agency.
- A copy of your 2021 or 2022 Federal income taxes and W2s.

\_\_\_\_\_ **Married, separated or divorced after filing FAFSA**

- If student has married after filing the FAFSA, please submit marriage license, copy of 2021/2022 taxes for student and spouse, or W-2s if didn't file taxes.
- If parties have filed jointly, and are now separated/divorced, submit a copy of the 2021/2022 federal taxes and only your (student or student's custodial parent) W-2 for 2021/2022.
- For dependent students, only the custodial parent/and if remarried, the step-parent is required to provide this information. The non-custodial contribution (child support, alimony, household maintenance, cash payments, etc) must be included as part of the custodial parent's information and would be listed under "untaxed income." Call or email us at [financialaid@aquinas.edu](mailto:financialaid@aquinas.edu) to assist with this process.

\_\_\_\_\_ **One-time income**

- A personal statement giving the reason for and use of, a one-time income grant and supporting documentation (*Ex: Lottery check, brokerage statement, etc.*).
- Submit a copy of your 2021 federal taxes, W2s, and a copy of the most recent check stub from your current job (student/spouse/parents) showing Y-T-D income.

\_\_\_\_\_ **Death of a parent or spouse** - use income for the survivor only. Call/email us to assist with the process.

\_\_\_\_\_ **Change in Child Support**

- Submit a copy of the divorce agreement pages that indicate the terms of the change in support required. Depending on when child support ceased, show what was paid for the 2021 calendar year or from January 2022 until the change; and then estimated from the change to December 2022 for student and for siblings. May have to request current payments from Friend of the Court.

**Please return the completed and signed form to the Financial Aid Office by mail or in person. Our contact information is listed at the top of this form. Return this form as soon as possible so that your financial aid will not be delayed.**



**PROJECTED CHANGES IN INCOME DURING 2022 or 2023**  
ONLY FOR FAMILY MEMBER WITH STATED CHANGE

Report **ACTUAL** earnings **EITHER** for the 2021 calendar year **OR** from January 1, 2022 through **TODAY**. Project **ANTICIPATED** earnings from TODAY to the end of the calendar year. Do not leave question/lines blank; enter the appropriate numbers or "0" when no income is received.

<b>Income for 1/1/202__-12/31/202__</b>	<b>ACTUAL amount for 2022</b>	<b>ACTUAL amount from Jan 1, 2023 through TODAY</b>	<b>ANTICIPATED amount from TODAY through Dec. 31, 2023</b>	<b>TOTAL</b>
Wage earner 1* <b>Gross Earnings</b> (wages)- Name: _____				
If applicable, wage earner 2* <b>Gross Earnings</b> - Name: _____				
<b>Business income</b> (or loss)				
Parent(s) <b>unemployment benefits</b>				
<b>Other taxable family income</b> (which may include, but is not limited to dividends, pensions, alimony, taxable Social Security benefits, capital gains and severance payments)				
<b>Untaxed income and benefits</b> (which may include, but is not limited to <u>child support</u> , TANF, Military or Clergy living allowances and veteran's non-educational benefits)				

\*Wage earner can be student/spouse, mother/step-mother, father/step-father

**If you have any questions completing this form, contact the financial aid office at 616-632-2893 or email [financialaid@aquinas.edu](mailto:financialaid@aquinas.edu)**

**Certification:** I/we understand that although I/we have already provided requested documentation, there may be additional requests made to clarify this application. I/we understand that if I/we do not provide the requested documents then the Special Circumstances Evaluation will not be reviewed.

My signature below certifies that the information provided for this appeal is true to the best of my/our knowledge.

\_\_\_\_\_ Student

\_\_\_\_\_ Student ID # (or Social Security Number)

\_\_\_\_\_ Parent/Spouse (if applicable)

\_\_\_\_\_ Date

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