

SPECIAL CIRCUMSTANCES REQUEST 2022-23

LAST NAME	FIRST NAME	STUDENT ID #	DATE OF BIRTH	PHONE NUMBER

If your family or financial situation has changed significantly from the information you were required to provide on your 2022-23 FAFSA, your 2020 income information may no longer provide an accurate indicator of your family's ability to contribute to your educational costs. In some situations, the Three Rivers College Office of Financial Aid may make adjustments on a case-by-case basis and use more current income, such as your 2021 income, rather than 2020 income information. All adjustments are made at the discretion and professional judgment of the Three Rivers College Office of Financial Aid. **Changes resulting from this review *do not* guarantee an increase in financial aid.**

SECTION A	WHAT TO DO:
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Who has the situation happened to? Student Student's Spouse Parent 1 Parent 2

Complete this form and the 2022-23 Verification Worksheet on the "SECTION 1 & 2" of this form.

Type a detailed letter in the box below explaining the special circumstances or reason for requesting a professional judgment.

TYPE DETAILED STATEMENT HERE:

2021 IRS Tax Return Transcript for student and spouse (if married) or parent (if dependent), as applicable to your request.

Attach all 2021 W-2 Forms and Schedule C Forms from student and spouse (if married) or parent (if dependent)

Complete the Section Below and attach all requested documentation. All circumstances require accurate and complete supporting third-party documentation before this request can be considered. Any materials that you believe would be beneficial to your case should be included, as additional documentation is often requested.

If your situation occurred in late 2021 or during 2022, so the reduction in income or benefits is not reflected on your 2021 taxes, you must complete "Section C" of this form.

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SECTION B	SPECIAL CIRCUMSTANCES & SUPPORTING DOCUMENTATION
CHECK THE APPROPRIATE REASON: <input type="checkbox"/> LOSS OF EMPLOYMENT:	ATTACH SUPPORTING DOCUMENTATION & CHECK ALL THAT APPLY: <input type="checkbox"/> Documentation from previous employer concerning loss of job and date work ceased. <input type="checkbox"/> Unemployment Benefits? Provide documentation of approval & amount or proof of denial
<input type="checkbox"/> REDUCTION OF INCOME OR BENEFITS: (Change must have occurred for at least 10 consecutive weeks)	<input type="checkbox"/> Letter/notification from employer addressing the change in job status or reduction of pay <input type="checkbox"/> Copy of last pay stub at rate prior to reduction. <input type="checkbox"/> Copy of most recent pay stub. <input type="checkbox"/> In your personal letter, include your new salary or wage and hours scheduled per week Official Statement from agency showing reduction of benefits to be received in 2021 or <input type="checkbox"/> 2022 (Social Security, Unemployment Benefits, Worker's Compensation, Disability, etc.) or Court document showing change in Child Support.
<input type="checkbox"/> SEPARATION/DIVORCE: (Only if you have done so since you filed the 2022-23 FAFSA)	Date of Separation/Divorce: <input style="width: 150px;" type="text"/> <input type="checkbox"/> Divorce Decree or Notarized Separation Statement. <input type="checkbox"/> If separated, include change of residency showing you no longer reside with your spouse (copies of lease, utility bill, etc. showing a different address).
<input type="checkbox"/> REDUCTION DUE TO DEATH OF PARENT/SPOUSE:	<input type="checkbox"/> Copy of the Death Certificate or Obituary <input type="checkbox"/> Documentation of relationship (if not listed on Death Certificate or Obituary)
<input type="checkbox"/> UNUSUALLY HIGH MEDICAL EXPENSES NOT COVERED BY INSURANCE:	May only be considered if the expenses were required by a physician (not elective healthcare) and if they exceed 11% of the family's AGI for the year considered. <hr style="border-top: 1px dashed black;"/> <input type="checkbox"/> Attach a copy of Schedule A (Itemized Deductions) from the 2020 or 2021 IRS Tax Return <input type="checkbox"/> Copies of PAID receipts incurred through 2020 or 2021, not paid by insurance.
<input type="checkbox"/> OTHER:	<input style="width: 100%; height: 20px;" type="text"/>

NOTE: If request is for adjustment based on 2021 income complete page 2 and sign at bottom of page 3.



Submit in person, via myTRCC Student Information System, student e-mail, fax, or mailing address listed at the bottom of this page. If more space is needed for any line item on this form provide a separate page that includes the student's name and ID number at the top.

SECTION 1 -- NUMBER OF HOUSEHOLD MEMBERS & STUDENT STATUS

INSTRUCTIONS FOR DEPENDENT STUDENTS:

List below the people in the parents' household. Include:

- § The student & parents' (including a stepparent), even if the student doesn't live with the parent(s).
- § The parents' other children if the parent(s) will provide more than half of their support from July 1, 2022, through June 30, 2023, or if they would be required to provide parental information if they were completing a 2022-2023 FAFSA. Include children who meet either of these standards, even if the children do not live with the parent(s).
- § Other people if they now live with the parent(s) and the parent(s) provide more than half of the other people's support and will continue to provide more than half of their support between July 1, 2022 through June 30, 2023.

<---(or)--->

INSTRUCTIONS FOR INDEPENDENT STUDENTS:

List below the people in the student's household. Include:

- § The student & if the student is married, the student's spouse.
- § The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2022, through June 30, 2023, even if the child does not live with the student.
- § Other people if they now live with the student and the student or spouse provides more than half of the other person's support and will continue to provide more than half of that person's support between July 1, 2022 through June 30, 2023.

FIRST NAME	M.I.	LAST NAME	AGE	RELATIONSHIP	Will be enrolled at least Half Time in College? (Yes or No)*	COLLEGE NAME (if applicable)
				Yourself		Three Rivers College

*Are or will be attending an eligible post-secondary educational institution as at least a half-time student in the 2022-23 award year in a program that leads to a degree or certificate.

SECTION 2 -- TAXES (Complete ONE "Option" EACH for student and for spouse [if married], and/or for parent[s] if student is dependent)

I FILED A 2020 IRS TAX RETURN WITH THE IRS AND...		STUDENT	SPOUSE (if married)	PARENT 1 (if dependent)	PARENT 2 (if dependent)
Option 1	HAVE SUBMITTED A 2020 IRS TAX RETURN TO THE FINANCIAL AID OFFICE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Option 2	HAVE USED THE IRS DATA RETRIEVAL TOOL (DRT) to "link" taxes into the FAFSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	LIST THE DATE YOU USED THE TOOL				

I WILL NOT FILE & AM NOT REQUIRED TO FILE A 2020 INCOME TAX RETURN WITH THE IRS (INDEPENDENT STUDENTS AND PARENT(S) MUST PROVIDE 2020 IRS VERIFICATION OF NON FILER LETTER FOR OPTIONS 3 AND 4).		STUDENT	SPOUSE (if married)	PARENT 1 (if dependent)	PARENT 2 (if dependent)																																								
Option 3	WAS <u>NOT EMPLOYED</u> and had no income earned from work in 2020 (check box to right) Parent(s) and independent students MUST SUBMIT 2020 IRS VERIFICATION OF NON FILER LETTER.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																								
Option 4	WAS <u>EMPLOYED</u> in 2020. (Check boxes to right & complete section below) Parent(s) and independent students MUST SUBMIT 2020 IRS VERIFICATION OF NON FILER LETTER.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																								
	I have listed below the names of all employers & the amount earned from each in 2020.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																								
	I have provided & attached copies of all 2020 IRS W-2 forms issued to me by employers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																								
<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="3">STUDENT/SPOUSE 2020 INCOME FROM WORK</th> <th rowspan="2">Attached W-2?</th> <th colspan="3">PARENT(S) 2020 INCOME FROM WORK</th> <th rowspan="2">Attached W-2?</th> </tr> <tr> <th colspan="3">List every employer, even if the employer didn't issue an IRS W-2 form.</th> <th colspan="3">List every employer, even if the employer didn't issue an IRS W-2 form.</th> </tr> </thead> <tbody> <tr> <td>Source:</td> <td>\$</td> <td><input type="checkbox"/></td> <td>Source:</td> <td>\$</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Source:</td> <td>\$</td> <td><input type="checkbox"/></td> <td>Source:</td> <td>\$</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Source:</td> <td>\$</td> <td><input type="checkbox"/></td> <td>Source:</td> <td>\$</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="3">Total Amount of Income Earned from Work</td> <td>\$</td> <td colspan="3">Total Amount of Income Earned from Work</td> <td>\$</td> </tr> </tbody> </table>		STUDENT/SPOUSE 2020 INCOME FROM WORK			Attached W-2?	PARENT(S) 2020 INCOME FROM WORK			Attached W-2?	List every employer, even if the employer didn't issue an IRS W-2 form.			List every employer, even if the employer didn't issue an IRS W-2 form.			Source:	\$	<input type="checkbox"/>	Source:	\$	<input type="checkbox"/>	Source:	\$	<input type="checkbox"/>	Source:	\$	<input type="checkbox"/>	Source:	\$	<input type="checkbox"/>	Source:	\$	<input type="checkbox"/>	Total Amount of Income Earned from Work			\$	Total Amount of Income Earned from Work			\$				
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Warning: If you purposely give false or misleading information, you may be fined, or sentenced to prison. Each person signing certifies that all of the information reported is complete and correct. By typing my name below, I understand and agree that this form of electronic signature has the same legal force and effect as a manual signature.

Student Signature:	Date:	Parent Signature:	Date:
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SECTION C ONLY COMPLETE IF YOUR SITUATION OCCURRED IN LATE 2021 OR 2022

If your situation occurred in 2022 (or late 2021), so that the reduction is not reflected on your 2021 Taxes, complete this section by estimating, to the best of your ability, the income from the following sources, that you will have received during the 2022 calendar year (01/01/22 to 12/31/22). Complete every item. If you do not have income from a particular source, write "N/A" (non-applicable). Include the most recent 2022 pay-stub(s) from each individual, indicating the year-to-date totals.

Table with 5 columns: TYPE OF INCOME, STUDENT, SPOUSE (if married), Parent 1 (if dependent), Parent 2 (if dependent). Rows include INCOME FROM WORK, OTHER INCOME, and UNTAXED INCOME.

COMPLETE THE FOLLOWING:

- I have filed 2022 Taxes: Submit signed 2022 Tax Return & 2022 W-2 forms
I have not yet filed 2022 Taxes: Submit 2022 W-2 forms, if submitted after January 21, 2023
I will not file 2022 Taxes.

SECTION D SIGNATURE

PLEASE NOTE: This request must be complete and all documentation presented before it will be reviewed. Third party letters provided must be typed or neatly written on letterhead paper, signed, & dated. Please allow 20-30 business days for processing. You will be notified of the results by student e-mail.

By typing my name below, I understand and agree that this form of electronic signature has the same legal force and effect as a manual signature, and certifies that all the information contained on this form and the attached documentation submitted is complete and correct. If I purposely give false or misleading information I may be fined, sentenced to jail, or both.

Signature fields for Student and Parent (if dependent student) with corresponding Date fields.

NOTE PLEASE READ this first before submitting: Save this form to your PC first, then open your saved form and click the "Click to Submit" button to the right of the form to submit. If the submit button does not work, then attach this form to an e-mail to: financialaid@trcc.edu

Three Rivers College is an equal opportunity institution that commits itself to the policy that there will be no unlawful discrimination against any person because of race, color, gender, sexual orientation, religion, age, disability, or national origin.