



SPECIAL CIRCUMSTANCES REQUEST

Table with 5 columns: 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 2021-22 FAFSA, your 2019 income information may no longer provide an accurate indicator of your family's ability to contribute to your educational costs.

WHAT TO DO:

Who has the situation happened to? [ ] Student [ ] Student's Spouse [ ] Mother/Step-mother [ ] Father/Step-father

[ ] Complete this form and the 2021-22 Verification Worksheet.

[ ] A signed, dated, detailed letter explaining the special circumstances or reason for requesting a professional judgment.

[ ] 2020 IRS Tax Return Transcript for student and spouse (if married) or parent (if dependent), as applicable to your request.

[ ] Attach all 2020 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.

[ ] If your situation occurred in late 2020 or during 2021, so the reduction in income or benefits is not reflected on your 2020 Taxes, contact the Financial Aid Office for additional assistance in completing an Appendix to this form.

SPECIAL CIRCUMSTANCES & SUPPORTING DOCUMENTATION

Table with 2 columns: CHECK THE APPROPRIATE REASON: and ATTACH SUPPORTING DOCUMENTATION & CHECK ALL THAT APPLY: containing various categories like LOSS OF EMPLOYMENT, REDUCTION OF INCOME, SEPARATION/DIVORCE, etc.

PLEASE NOTE: This request must be complete and all documentation presented before it will be reviewed. Any statements provided must be typed or neatly written on letter sized paper, signed, & dated.

By signing this form, I certify that all the information and documentation provided for this review is true and complete to the best of my knowledge and I further agree to provide information that will verify the accuracy of my information, if requested.

STUDENT SIGNATURE, SPOUSE'S SIGNATURE, PARENT SIGNATURE (if student is dependent), DATE

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.



SPECIAL CIRCUMSTANCES REQUEST - VERIFICATION

Submit to the Financial Aid Office in-person, at your campus, or via the email, fax, or mailing address listed at the bottom of this page within 30 days after notification. 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: <-----or----->

- List below the people in the parent's household. Include:
§ The student & parents (including a stepparent) even if the student doesn't live with the parents.
§ The parent's other children if the parents will provide more than half of their support from July 1, 2021, through June 30, 2022...
§ Other people if they now live with the parents and the parents provide more than half of the other people's support...

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, 2021, through June 30, 2022...
§ Other people if they now live with the student and the student or spouse provides more than half of the other person's support...

Table with 7 columns: FIRST NAME, M.I., LAST NAME, AGE, RELATIONSHIP, Will be enrolled at least Half Time in College? (Yes or No)\*, COLLEGE NAME (if applicable)

\*Are or will be attending an eligible post-secondary educational institution as at least a half-time student in the 2021-22 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)

Table for I FILED A 2019 IRS TAX RETURN WITH THE IRS AND HAVE... with columns for STUDENT, SPOUSE, PARENT 1, PARENT 2 and rows for Option 1 and Option 2.

Table for I WILL NOT FILE & AM NOT REQ'D TO FILE A 2019 INCOME TAX RETURN WITH THE IRS (MUST PROVIDE 2019 IRS VERIFICATION OF NON FILER LETTER FOR OPTIONS 3 AND 4) with columns for STUDENT, SPOUSE, PARENT 1, PARENT 2 and rows for Option 3 and Option 4.

Table for income reporting with columns for STUDENT/SPOUSE 2019 INCOME FROM WORK and PARENT(S) 2019 INCOME FROM WORK, including Source and Total Amount of Income Earned from Work.

Signature section with fields for EACH PERSON SIGNING CERTIFIES THAT ALL OF THE INFORMATION REPORTED IS COMPLETE & CORRECT, STUDENT SIGNATURE, PARENT SIGNATURE, and DATE.

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SPECIAL CIRCUMSTANCES REQUEST - APPENDIX

PLEASE ESTIMATE YOUR 2021 INCOME

If your situation occurred in 2021 (or late 2020), 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 2021 calendar year (01/01/21 to 12/31/21). Complete every item. If you do not have income from a particular source, write "N/A" (non-applicable). Include the most recent 2021 pay-stub(s) from each individual, indicating the year-to-date totals.

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

IF YOU'RE SUBMITTING THIS REQUEST AFTER JANUARY 1, 2022, COMPLETE THE FOLLOWING:

- Checkboxes for: I have filed 2021 Taxes: Submit signed 2021 Tax Return & 2021 W-2 forms; I have not yet filed 2021 Taxes: Submit 2021 W-2 forms, if submitted after January 21, 2022; I will not file 2021 Taxes.

PLEASE NOTE: This request must be complete and all documentation presented before it will be reviewed. Any statements provided must be typed or neatly written on letter sized paper, signed, & dated. Return this application, with documentation to Three Rivers College Financial Aid Office. Please allow 20-30 business days for processing. You will be notified of the results by email to your student email account.

By signing this form, I certify that all the information and documentation provided for this review is true and complete to the best of my knowledge and I further agree to provide information that will verify the accuracy of my information, if requested. If I purposely give false or misleading information I may be fined, sent to prison, or both.

Signature table with columns for STUDENT SIGNATURE, DATE, PARENT SIGNATURE (if dependent student), and DATE.

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