Special Circumstances
2015-16 Academic Year

Student Name: ____________________________  ID: ____________________________

Last Name  First Name  SSN or UPS

Current Phone: ____________________________

This form is optional. You may use this form to report any extraordinary circumstances that impact your ability to contribute to your or to your dependent student’s educational expenses. Examples of special circumstances that may warrant review by the Financial Aid Committee include: loss/reduction of income, high medical/dental expenses paid out of pocket (not reimbursed by insurance or other benefits), tuition expenses for siblings enrolled in private K-12 school, PLUS loan payments, or parent personal educational loan payments.

Please note that changes made by the Financial Aid Committee may or may not increase a student’s financial aid package.

A. Parent - Reduction of Income
Complete this section if your parent’s income will decrease significantly in 2015 compared to the 2014 calendar year. Please attach a 2014 IRS Tax Return Transcript.

Estimated Income
01/01/15 - 12/31/15

Income earned from work by Parent 1
(father/mother/stepparent) $__________

Income earned from work by Parent 2
(father/mother/stepparent) $__________

Other taxable income
(interest/dividends, capital gains, unemployment, etc.) $__________

Non-taxable income and benefits
(TANF, military benefits, child support, etc.) $__________

B. Independent Student or Spouse - Reduction of Income
Complete this section if your or your spouse’s income will decrease significantly in 2015 compared to the 2014 calendar year. Do not include expected earnings from a Federal or State Work-Study job. Please attach a 2014 IRS Tax Return Transcript.

Estimated Income
01/01/15 - 12/31/15

Income earned from work by you $__________

Income earned from work by your spouse $__________

Other taxable income
(interest/dividends, capital gains, unemployment, etc.) $__________

Non-taxable income and benefits
(TANF, military benefits, child support, etc.) $__________
C. **Explanation for the Reduction of Income**
   Please explain the reason(s) for the reduction in income as listed in Section A and/or B.

   Please attach a 2014 IRS Tax Return Transcript.

D. **Other Extraordinary Circumstances**
   Please explain in detail with exact dollar amounts any other circumstances that you wish to have considered (i.e. tuition expenses at a private elementary or secondary school, high out of pocket medical or dental expenses not covered by insurance, PLUS loan payments, parent personal education loan payments, etc.).

   IMPORTANT: Private tuition expenses at an elementary or secondary school must be accompanied by a copy of the invoice. If you do not yet have an invoice, you may submit a statement from the school or an invoice from the previous year.

   Please attach a 2014 IRS Tax Return Transcript.

Student Signature:_________________________________________ Date:______________

Parent or Spouse Signature:________________________________ Date:______________
IRS Tax Return Transcript Request Options

Tax filers can request a transcript, free of charge, of their 2014 Tax Return from the IRS in one of two ways.

**Option 1: Online**
- Click *Get Transcript of Your Tax Records* located under Tools.
- Click *Get Transcript ONLINE*.
- Click Get Started.
- Complete Step 1 of 6: Personal Information to begin.

**Option 2: Telephone Request**
- Call 1-800-908-9946.

*Please note - Student Financial Services will ONLY be accepting copies of official tax transcripts. Our office is no longer allowed to accept copies of the federal tax returns filed.*