

## Special Circumstances Appeal

The Office of Financial Aid recognizes that students and their families may experience special circumstances that may affect their ability to contribute to the student's educational costs. The Special Circumstances Appeal is a formal request students can make to have their financial aid package reevaluated due to a significant change in their family's financial situation or to request an increase in their Cost of Attendance (COA) budget.

Student Name: \_\_\_\_\_ JC ID: \_\_\_\_\_

(Printed)

**\*\*Student and/or contributor must sign the bottom of page three or documentation will not be accepted.**

Check the following statement that best describes your current situation. You must submit a **detailed letter explaining your situation** along with acceptable documentation. Please speak with your Financial Aid Specialist for documents required for your situation.

☐ Student **and/or** contributor(s) experienced loss or change in employment.

**Documentation may include but is not limited to:**

1. Student **and/or** contributors IRS Record of Account
2. Student **and/or** contributors W-2's and/or paystubs
3. Student **and/or** contributor Verification of Non-Filing
4. Student **and/or** contributor unemployment statement or signed statement that student and/or contributor did not or will not receive unemployment benefits
5. Documentation from employer (on official letterhead)

☐ Student **and/or** contributor(s) had a one-time taxable income such as IRA or pension distribution.

**Documentation must include but is not limited to:**

1. Student **and/or** contributors IRS Record of Account
2. Documentation to identify source of income
3. Proof of payment and an itemized statement showing how the funds were spent (e.g. receipts, bank statements, etc.)

☐ Student **or** contributor are now separated or divorced.

**Documentation must include but is not limited to:**

1. Student **and/or** contributors IRS Record of Account
2. Student **and/or** contributors W-2's and/or paystubs
3. Signed statement of separation, proof of separate households, or divorce decree

☐ Death of contributor or spouse.

**Documentation may include but is not limited to:**

1. IRS Record of Account
2. Contributors W-2's and/or paystubs
3. Copy of death certificate or obituary with student/contributor/spouse name
4. Student's birth certificate with contributor's name listed



**\*Signature cannot be typed\***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contributor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If applicable)

\*While there is not a deadline to submit a special circumstances appeal, students must be actively enrolled. During times of high volume, leading up to the start of each term, students may experience longer waiting periods for processing. We recommend submitting your appeal no more than one week prior to the end of the term to ensure our office has sufficient time to review all documentation. Students will be notified via their JC student email account of approval, denial, or insufficient documentation.

*All requests are considered using best professional practice; requests do not guarantee approval. All financial aid regulations are subject to change through legislation or policy change by the U.S. Department of Education.*

**Office of Financial Aid Use Only  
Special Circumstances Appeal**

**Decision:**

☐ Approved

☐ Additional Documents Needed

☐ Denied

**Reasoning/Notes/Calculations:**

FA Specialist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FA Senior Specialist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please note, per DOE regulations, we “must complete verification for a selected student before exercising P.J. to adjust any values used to calculate the SAI.”**