

Special Circumstances Appeal

The Financial Aid Office recognizes that students and their families may experience special circumstances that can affect their ability to contribute to the student's educational costs. This 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. Documentation requirements are explained below.

Student Name: _____ JC ID: _____
(Printed)

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

Check the 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** contributor(s) IRS Record of Account.
2. Student **and/or** contributor(s) W-2's, pay stubs, or IRS Wage and Income Statement.
3. Student **and/or** contributor(s) IRS Verification of Non-Filing, dated on or after October 1, 2022.
4. Student **and/or** contributor(s) unemployment statement or signed statement that student and/or contributor(s) 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** contributor(s) IRS Record of Account.
2. Student **and/or** contributor(s) W-2's or IRS Wage and Income Statement.
3. Documentation identifying source(s) of income.
4. Proof of payment and an itemized statement showing how the funds were spent (e.g., receipts, bank statements, etc.).

☐ Student or contributor(s) are now separated or divorced.

Documentation must include but is not limited to:

1. Student **and/or** contributor(s) IRS Record of Account.
2. Student **and/or** contributor(s) W-2's or IRS Wage and Income Statement.
3. Signed statement of separation, proof of separate households, or divorce decree

☐ Death of contributor(s) or spouse.

Documentation may include but is not limited to:

1. IRS Record of Account.
2. Contributor's W-2's or IRS Wage and Income Statement.
3. Copy of death certificate.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Possible Required Documents

(FA Specialist, check all that apply)

- ☐ 2023-2024 Verification Worksheet, if applicable.
- ☐ Student **and/or** contributor(s) 2021 IRS Record of Account-if Data Retrieval Tool was not used.
- ☐ Student **and/or** contributor(s) 2021 W-2's or IRS Wage and Income Statement.
- ☐ Student **and/or** contributor(s) 2022 IRS Record of Account.
- ☐ Student **and/or** contributor(s) 2022 W-2's or IRS Wage and Income Statement.
- ☐ Student **and/or** contributor(s) most recent pay stubs.
- ☐ IRS Verification of Non-Filing Letter, dated on or after October 1, 2022.
- ☐ Unemployment statement.
- ☐ Documentation from employer.
- ☐ Death certificate.
- ☐ Birth certificate.
- ☐ Court documentation.
- ☐ Third-party professional letters (on letterhead).
- ☐ Other:

Notes from FA Specialist:

Student Signature: _____ Date : _____

Contributor Signature: _____ Date : _____

(If applicable)