

## 2021-2022 Request for Review of Special Circumstance

Federal regulations allow financial aid administrators to consider special circumstances when determining eligibility for need based financial aid. Special circumstances can arise when families experience financial changes that do not reasonably reflect the family’s financial ability to contribute to educational expenses. Financial aid eligibility may be recalculated based on the documentation provided. This request should be made **after** the 2021-2022 Free Application for Federal Student Aid (FAFSA) has been submitted and the results (Student Aid Report) have been received by KCKCC..

### A. What You Need to Do

Please read the entire form (front and back) prior to completion. Submit all the required documents listed below.

1. **Letter Requesting Review of Circumstances-** Provide a letter with the details of your situation including a timeline of dates.
2. **Request for Review of Special Circumstance Form**—Submit this document with all appropriate signatures.
3. **2021-2022 Verification Worksheet**—Submit a signed, completed copy of the appropriate verification form, which can be obtained from the financial aid office or financial aid section on **MyDotte**.
4. Review the situation descriptions and place a check mark beside all situations that may apply. Submit required documentation for each situation that has been checked.

Additional documentation may be requested upon review of your professional judgment appeal form, including the completion of the verification process. Requests for additional documentation will be displayed on the “My Financial Aid” page on Web Advisor.

### B. Student Information

Legal Last Name	Legal First Name	Legal Middle Initial	KCKCC Student ID Number
Address			
City	State	ZIP Code	Phone Number

### C. Types of Special Circumstances

Select the boxes that apply and submit all items below each box checked.

**Decrease in student/spouse income:** Year of reduction: \_\_\_\_\_ 2020 \_\_\_\_\_ 2021

Person with reduction: \_\_\_\_\_ Student \_\_\_\_\_ Spouse \_\_\_\_\_ Both

Was unemployment received or approved for the year with the decrease? \_\_\_\_\_ YES \_\_\_\_\_ NO

- Submit copies of 2020 or 2021W-2s and a **signed** 2020 or 2021 Federal 1040 Tax Return from both student and spouse. If tax return was not filed, please explain how living expenses were funded.
- Submit documentation of 2020 or 2021 income from other sources, such as unemployment compensation, child support, etc.

**Decrease in parent(s) income:** Year of reduction: \_\_\_\_\_ 2020.

Parent with reduction: \_\_\_\_\_ Father \_\_\_\_\_ Mother \_\_\_\_\_ Both

Was unemployment received or approved for the year with the decrease? \_\_\_\_\_ YES \_\_\_\_\_ NO

- Submit copies of 2020 or 2021 W-2s and a **signed** 2020 or 2021 Federal 1040 Tax Form from both parents. If tax return was not filed, please explain how living expenses were funded.
- Submit documentation of 2020 or 2021 income from other sources, such as unemployment compensation, child support, etc.

**Major medical expenses not covered by insurance, already paid out-of-pocket**

- copy of 2019 Schedule A if you itemized your deductions on your federal income tax return
- statements from the doctor, hospital, pharmacy, etc. showing personal payments made in 2020 or 2021
- do not** submit credit card bills or insurance statements as this does not demonstrate payments made

**Child support or Social Security benefits that have decreased or ended**

- legal documentation or notarized statement indicating the amount and date of change

**Parent in college at least half-time during 2021-2022 in a degree-seeking program**

- Documentation from college other than KCKCC verifying parent's degree and enrollment status
- include in the documentation the beginning and ending dates of parent's program

**One-time lump sum distribution/non-recurring income that inflates Adjusted Gross Income**

- copy of 2019 IRS Form 1099-R if applicable
- Itemized statement of how that income was spent
- copy of the individual's signed 2019 IRS Tax Return Form indicating the lump sum

**2020-2021 Tuition payments made for elementary/secondary school for student or siblings**

- Letter from school showing tuition payments for 2020-2021 school year.

**Extended Family Support**

- If you or your parents contributed substantial financial support to relatives in 2019 who were not counted as a member of your household on your financial aid application, explain the nature of this support. Include the name, age, relationship, dates of support and amount of support. Document financial support paid.

**Change in Marital Status for student or parent after 2021-2022 FAFSA was submitted.**

- Provide documentation supporting the change in marital status (marriage license or divorce decree).
- In the case of marriage, the student's or parent's spouse will be required to submit income information to determine federal aid eligibility.

#### **D. Sign This Worksheet.**

The information I submit in support of this request is true and complete to the best of my knowledge. I agree to give proof of all requested information as indicated above. I understand that approval of this request does not assure approval of a similar future request and that any financial assistance offered is limited by the availability of funds in any given year.

**I understand that the information provided in past appeals may be reviewed for accuracy and this can impact the outcome of this request. Further, the accuracy of the information I submit in this request can affect the outcome of any future requests I may submit.**

\_\_\_\_\_  
Your Signature (Student)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature of Dependent Student

\_\_\_\_\_  
Date