

Priority deadline for fall 2021:

May 1, 2021

****Appeals received after this date will experience longer processing time.**



UNION UNIVERSITY

Student Financial Planning

Date Received in the Financial Aid Office:

SPECIAL CIRCUMSTANCES FORM 2021-2022 Academic Year

Upon review of this form, the Office of Student Financial Planning will notify you if additional financial assistance is available. If you have questions, please call (731) 661-5015. **All documents must be hand delivered, mailed, faxed, or uploaded to the Financial Aid drop box. No documentation will be accepted through email. Instructions can be found on our [website](#).**

Instructions:

1. File the : 2021-22 FAFSA at www.fafsa.gov
2. Attach a **detailed** letter explaining your circumstances.
3. Complete and attach the 2021-22 Verification form found at www.uu.edu/financialaid/forms/DependentVerificationForm2122.pdf
4. Provide a copy of your **2019** and **2020** IRS Tax Return Transcript. You can request this at www.irs.gov or call 1-800-908-9946
5. Provide **2019** and **2020** W2's for all working household members
6. Additional information may be requested.

Section A – Student Information

Name _____ Union ID or SSN _____
Address _____ City, State Zip _____ Phone _____

Parent(s) whose information was provided on your FAFSA:

Mother/ Step-Mother's Name _____ Phone _____

Father/ Step-Father's Name _____ Phone _____

Section B – Special Circumstances – Check all that apply

Please attach documentation of the circumstances indicated below. **DOCUMENTATION IS REQUIRED. Once this form is submitted, you will receive an email indicating the exact documentation that is required according to your circumstance.**

☐ **Loss of a Job**

☐ Student ☐ Spouse ☐ Mother/ Step-Mother ☐ Father/ Step-Father

☐ **Loss of Income**

- ☐ Loss of Child Support
☐ Loss of Unemployment Benefits
☐ Loss of Alimony
☐ Loss of Worker's Compensation
☐ Other. Please specify and provide appropriate documentation.

☐ **Excessive Medical Expenses** (Paid out of pocket)

☐ **Lump sum (one-time) income**

☐ **Other Circumstances.** (List below)

Section C - Income Assessment Form – Please complete the table(s) below to help us assess your actual income for 2020. Report all income you expect to receive through December 31, 2020 in the appropriate boxes. You must include documentation supporting all income. This documentation could include but is not limited to:

- Recent pay stubs showing year-to-date earnings (since January 1, 2020) OR
- A letter from your employer stating total 2020 projected and or actual earnings OR
- W-2 Forms

If you are submitting the request for consideration after December 31, 2020, you must submit a copy of your 2020 federal income tax return transcript.

INCOME INFORMATION

Income For 2020 (January 1 To December 31)	Student	Spouse	Mother/Step-mother	Father/ Step-father
Wages				
Unemployment				
Child Support				
Other				
Total income for 2020				

Certification and Signature

My signature below certifies that the information I have provided on this form is true. I agree to provide proof of the information if and/or when requested.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Spouse of Student Signature _____ Date _____

Office of Student Financial Planning
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_____ Student Not Eligible _____ Request Approved _____ Request Denied

Comments _____

FA Administrator _____ Date _____