

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](http://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](http://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](http://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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#### FOR OFFICE USE ONLY

Student Not Eligible  Request Approved  Request Denied

Comments \_\_\_\_\_

FA Administrator \_\_\_\_\_ Date \_\_\_\_\_