



2024-25 Special Circumstances Form

Student Name: _____

Student ID: _____

The Special Circumstances Form is available for students who have experienced changes in their financial circumstances that may not be accurately reflected in the information provided on the Free Application for Federal Student (FAFSA). If your request changes your financial aid eligibility, our office will update the necessary FAFSA data elements to reflect those circumstances. Before your request can be considered, a valid 2024-2025 FAFSA must be on file with North Central College.

If your 2024-25 FAFSA has resulted in a Student Aid Index of \$0 or less, we do not recommend completing this form. Instead, we encourage you to complete our 2024-25 Request for Additional Assistance form.

Please provide all of the requested documentation for each impacting circumstance. Each request is evaluated on a case-by-case basis. Because of the individualized nature of these requests, we may request additional information. All communications regarding approval, denial, or requests for additional information will be sent to the student's North Central College email.



Due to the complexity of appeal for special circumstances, please allow up to 1-2 weeks for processing once all required documentation is received. While your request is being processed, you are responsible for any remaining balance owed to the College.

Possible Special Circumstances and Required Supporting Documents

Death of a Parent or Spouse

- Copy of death certificate

Note: Additional information may be requested. Monitor student's Self-Service account for updates.

Divorce or Separation of a Parent or Spouse

- Divorce: Copy of divorce decree
- Separation: Copy of the legal separation agreement
 - If unavailable, please provide proof of separate residence (utility bill, lease, etc.) for both parents

Note: Additional information may be requested. Monitor student's Self-Service account for updates

Medical / Dental Expenses paid in 2023

Note: Medical insurance premiums or expenses NOT paid will not be considered.

- Copy of 2023 Schedule A if medical expenses are itemized.
 - If unavailable, please provide copies of medical receipts that show they were paid in 2023, along with documentation totaling the expenses



Change in Income

2023 Income Changes

- Signed copy of 2023 federal tax return, including Schedules 1, 2, 3, C, and SE, if filed, for all contributors to the FAFSA (i.e. anyone who supplied data on the FAFSA including the student).

2024 Income Changes

Note: Requests can be submitted 10 weeks after the loss/reduction to income occurred.

- Written statement including name of person experiencing reduced income, months worked, unemployment benefits received, and any other income received
- Copy of supporting documentation showing change in income:
 - Termination notice from employer or letter of resignation
 - Final pay stub from all employers showing year-to-date earnings
 - Benefit statement from Unemployment Administration showing monthly benefits or denial of benefits
 - If re-employed, a copy of the most recent pay stub from the new job or job offer with start date and salary
- Most recent pay stubs and/or income statements, if self-employed, for all contributors to the FAFSA (i.e. anyone who supplied data on the FAFSA including the student).

Untaxed Child Support Changes in 2023 or 2024 (if reported on the FAFSA)

- Copy of supporting documentation showing termination of child support received

Elementary / Secondary Educational Expenses for Siblings in 2024

- Copy of 2024-25 tuition bill(s) on official school letterhead with the attending student's name

College or University Educational Expenses for Siblings in 2024

- Copy of 2024-25 official aid offer (including out-of-pocket) with the attending student's name

Other

- If you feel that you have a special circumstance that is not covered on this form, please provide:
 - A written statement explaining the unlisted special circumstance
 - Any relevant documentation supporting your written statement

Certification Section

I, hereby certify that all of the information that is provided on this form is true, complete and correct to the best of my knowledge. I understand that corrections will be made to my FAFSA by the Office of Financial Aid.

Student Signature (Original Signatures Required)

Date