



## 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, please remember that you are responsible for any remaining balance owed to the College.**

### Special Circumstances and Required Supporting Documents

- Death of a Parent or Spouse** (after filing the 2024-25 FAFSA)
  - Copy of death certificate
  - Signed statement of any taxable income that should be excluded from the FAFSA
- Separation / Divorce of a Parent or Spouse** (after filing the 2024-25 FAFSA or since filing 2022 tax returns)
  - Copy of the legal separation agreement
  - If unavailable, please provide proof of separate residence (utility bill, lease, etc.)
  - Signed copy of 2022 Federal Tax Return, W2, Schedule C or SE of the parent remaining on the FAFSA
  - Signed statement indicating any other taxable income reported on the 2022 return that belongs to the FAFSA parent
- Medical / Dental Expenses paid in 2023** (cannot include medical insurance premiums or expenses NOT paid)
  - Copy of 2023 Schedule A if medical expenses are itemized.
  - If unavailable, please provide copies of medical receipts that show they were paid in 2022, 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 the person impacted to show income changes for 2023.
- Written statement including name of person experiencing reduced income, months worked, unemployment benefits received, and any other income received

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 document showing reduced income/loss of job such as:
  - 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

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

- Copy of supporting document showing termination of child support received in 2023 or 2024

**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**