



Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Spouse Name: \_\_\_\_\_

According to federal laws and regulations, a family's 2021 income is used to assess financial need for the 2023-2024 aid year. If there are significant differences in the family's current income, either upward or downward, compared to 2021, the financial aid administrator may be able to use actual/projected 2021, 2022, or 2023 income to determine financial need. If the financial aid administrator's review of your special circumstances establishes that you are eligible for a data change which will result in a recalculation of your FAFSA EFC your award will be modified accordingly. This form is to be completed only by the parents of dependent students, or independent students and/or their spouse. If you are unsure as to the completeness of your documentation, or if you need clarification on any of the above, please speak to a financial aid representative prior to submitting any documentation. Failure to provide complete and detailed information will result in the denial of the request and it will have to be resubmitted with all required documents.

Before you submit this Special Circumstance request, you must have completed the 2023-2024 Free Application for Federal Student Aid (FAFSA) online. Also, if selected for Verification, you must complete the Verification process before a Special Circumstance Request can be considered or processed for the academic year. Voluntary termination or reduction of employment or termination as a result of being fired for failing to perform the duties for which you were hired if that failure was in your control does not constitute a valid reason for submitting a "Special Circumstance Request". This Special Circumstance Request form and supporting documents must be submitted to the Financial Aid Office at least **three-weeks prior** to start of a term. Please allow up to two weeks for review and consideration of the request. All communications, including the decision notification, will be sent to your Savannah Technical College student email address. The decision of the financial aid administrator is final and may not be appealed to the U.S. Department of Education.

**You are required to submit the following documentation for consideration:**

- A signed, typed (or neatly written) statement of explanation
- Copies of your and your parents/or spouse 2021 and 2022 Federal IRS Tax Transcript
- Documents listed below to support the applicable special circumstances

**Dislocated Worker/Unemployed**

- Copy of your or your parents or spouse last 2021 and 2022 signed Federal Tax Return, and/or 2023 pay stubs to verify the income earned as of the date of employment separation and record of unemployment benefits received, if applicable.
- Copy of your or your parents or spouse most recent income source documenting actual 2021 income and expected 2022 and or 2023 income, if you are not receiving unemployment benefits (i.e., pay stubs, W-2, statement from employer, etc.)
- Letter from employer (or documentation from local unemployment office) stating effective date of termination.

**Reduction in Work Hours**

- Letter on employer letterhead stating the circumstances for the reduction in work hours, the date the reduced hours began, the number of hours worked per week, and a copy of your most recent pay stub as a result of the reduced hours.
- Copy of your last full time pay stub showing, 2021, 2022, or 2023 income earned before the reduction in hours.

**Loss of Nontaxable Income**

- Copy of nontaxable income source and date this source of nontaxable income was or will be terminated.

**One-time Income**

(Inheritance, back year(s) Social Security payments, lump sum retirement, severance pay or IRA distribution) Must provide proof of how one-time income was exhausted/used.

- Written statement as to the source of income and how these funds were spent or invested and are not now available.

**Medical Expenses**

- Copy of the itemized billing statements from your medical provider indicating medical expenses **paid out of pocket** by you in 2021, 2022, or 2023 that were not covered by insurance.

**Separation/Divorce**

- Copy of divorce petition or decree
- Copy of the final petitioner's 2021/2022 W2's (parent/spouse/student)
- Copy of the letter of legal separation, (if, legal separation is honored in the state in which the separation petition was filed) or letter from lawyer indicating the date of separation.



Office of Financial Aid  
5717 White Bluff Road  
Savannah, GA 31405-5521

**Special Circumstances  
Request Form  
2023-2024**

**Death of Parent/Spouse**

Copy of death certificate

**Other**

\* Please specify special circumstances and provide detailed supporting documentation.

**Statement of Explanation**

Provide a neatly written statement of explanation here or you may submit a separate typed statement. Be sure to sign and submit this form with the typed statement.

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By signing this form, I acknowledge that this information is true and accurate to the best of my knowledge. If I purposely give false or misleading information on this worksheet I will lose eligibility for financial aid and may be fined, be sentenced to jail, or both. I understand that the decision by the Financial Aid Administrator is final and there are no appeals to the U.S. Department of Education.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Spouse Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***For Financial Aid Office Use Only:***

Review Date: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

**2<sup>nd</sup> Review based on Additional Required Documentation Received**

Review Date: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

**Comments:**

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Financial Aid Administrator: \_\_\_\_\_