



2019 - 2020 SPECIAL CIRCUMSTANCES FORM

Important Information and Instructions:

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- In some situations, it may be possible to appeal your original financial aid award offer due to special circumstances. **Please review the examples of special circumstances provided on the next page before submitting a Special Circumstances Appeal.** Include all required documentation listed. Complete the next page as a cover sheet and check the box for your circumstance.
- **If you filed your FAFSA and received an Expected Family Contribution (EFC) of Zero (0), you have already received the maximum in federal aid.** Submitting this form **will not result** in any changes or additions to your original financial aid offer.
- **If your EFC is significantly higher than 7000,** submitting an appeal may result in either no change in aid or simply a loan offer change – i.e., full unsubsidized student loan offer to a portion of the loan becoming a subsidized loan offer. Note: to be eligible for a Federal Pell Grant, your EFC must be 5486 or less.
- If you have other circumstances not mentioned on the other side of this form but which you feel should be taken into consideration, please write a detailed description of your circumstance, including the student's name and A #, and we will be happy to review your individual circumstances and determine if any change is possible to your financial aid offer.
- **Changes in federal aid eligibility do not affect eligibility for NY State aid** as calculated by NYS HESC. You may wish to inquire with them directly regarding any possible special circumstance situations for state aid. They can be reached at 1-888-697-4372.

****Important note to business owners:*** *If you experienced a loss of income in 2018 you must be able to submit a 2018 Tax Return Transcript from the IRS before we can consider your appeal. If you are expecting a loss of business income for 2019, please note that due to the unpredictable nature of business income, we cannot make a final decision on an appeal of this nature until the 2019 federal income tax return transcript is available for verifying income.*

Instructions:

- Review the **Special Circumstances Form on the next page** to determine what documents to send.
- **Attach a signed statement explaining your special circumstances.** Be as specific as possible by including details pertinent to your family's new financial and/or family situation such as dates, causes, etc.
- All documentation noted as required on the next page must be submitted along with your signed written statement. **Complete the next page and attach as your cover sheet.**
- **Additional documentation may be requested after our initial review.**
- Please submit all requested documentation in a timely manner in order to avoid delays in making a final determination.

How to Obtain a Tax Return Transcript:

Step 1: Go to www.irs.gov/individuals/get-transcript.

Step 2: Select "Get Transcript Online" (requires authentication of identity) or "Get Transcript by Mail".

Step 3: Follow the instructions to order the TAX RETURN TRANSCRIPT for the correct year.





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Student's Name: _____ A-number: _____ Date _____

SPECIAL CIRCUMSTANCES

REQUIRED DOCUMENTATION

<div style="background-color: #4f81bd; color: white; padding: 2px; margin-bottom: 5px;">Loss of Income or Employment in 2018</div> <ul style="list-style-type: none"> ➤ Wages/Employment ➤ Alimony ➤ Child Support ➤ Retirement/Pension ➤ Social Security (taxed) ➤ Worker's Compensation 	<p>Income/benefits in 2018 will be less than that in 2017</p>	<ul style="list-style-type: none"> • 2017 IRS Data Retrieval or Tax Return Transcript* obtained from the IRS • 2017 W-2 wage statements for all • 2018 Tax Return Transcript* • 2018 W-2 wage statements for all • Documentation showing loss of income for 2018 including revised benefits statement(s) • Signed statement of special circumstances
<div style="background-color: #4f81bd; color: white; padding: 2px; margin-bottom: 5px;">Loss of Income or Employment in 2019*</div> <ul style="list-style-type: none"> ➤ Wages/Employment ➤ Alimony ➤ Child Support ➤ Retirement/Pension ➤ Social Security (taxed) ➤ Worker's Compensation <p><i>*see note to business owners on page 1</i></p>	<p>Income/benefits in 2019 will be less than that in 2017</p>	<ul style="list-style-type: none"> • 2017 IRS Data Retrieval or Tax Return Transcript obtained from the IRS • 2017 W-2 wage statements for all • 2018 Tax Return Transcript* • 2018 W-2 wage statements for all • Documentation showing loss of income or employment in 2019. May include: <ul style="list-style-type: none"> ○ Final paystub showing YTD earnings ○ Termination notice from employer ○ Unemployment benefits notice ○ Revised benefits Statement(s) • Signed statement of special circumstances
<div style="background-color: #4f81bd; color: white; padding: 2px; margin-bottom: 5px;">Separation or Divorce</div>	<p>Your parents or you separated or divorced after filing 2017 taxes</p>	<ul style="list-style-type: none"> • 2017 Tax Return Transcript* obtained from the IRS • 2017 W-2 wage statements for all • Divorce decree/separation agreement or proof of separate addresses • Documentation showing division of all other income shown on tax return • Signed statement of special circumstances
<div style="background-color: #4f81bd; color: white; padding: 2px; margin-bottom: 5px;">Death of a Parent or Spouse</div>	<p>A parent or spouse died after filing 2017 taxes</p>	<ul style="list-style-type: none"> • 2017 Tax Return Transcript* obtained from the IRS • 2017 W-2 wage statements for all • Documentation showing division of all other income shown on tax return • Applicable death certificate • Signed statement of special circumstances
<div style="background-color: #4f81bd; color: white; padding: 2px; margin-bottom: 5px;">Medical/Dental Expense</div> <ul style="list-style-type: none"> ➤ Only paid excessive medical/dental expenses not covered by insurance can be reported. ➤ Expenses must exceed 11% of a family's adjusted gross income to be considered. 	<p>Paid 2017 or 2018 medical expenses</p>	<ul style="list-style-type: none"> • 2017 Tax Return Transcript* obtained from the IRS • 2017 W-2 wage statements for all • Proof of all out-of-pocket paid expenses for 2017 OR • 2018 Tax Return Transcript* obtained from the IRS • 2018 W-2 wage statements for all • Proof of all out-of-pocket paid expenses for 2018 • Signed statement detailing special circumstances
<div style="background-color: #4f81bd; color: white; padding: 2px; margin-bottom: 5px;">One Time Payment Received</div>	<p>A one-time, lump sum payment was received in 2017 or in 2018 but in no other year (only one year)</p>	<ul style="list-style-type: none"> • 2017 Tax Return Transcript* obtained from the IRS • 2017 W-2 wage statements for all • 2018 Tax Return Transcript* • 2018 W-2 wage statements for all • Documentation showing one-time, lump sum payment for the applicable year and what it is from. • A detailed letter indicating what these funds were used for and the balance remaining at this time • Signed statement of special circumstance

