

2024-2025 Special Circumstances form

Student's Last Name Student's First Name Student's M.I.

Drew University I.D. #

Student's Preferred Phone Number (include area code)

Student's Date of Birth

Parent's Name

email address

Parent's Preferred Phone Number (include area code)

The Special Circumstance Form is for families who have experienced extenuating circumstances that may not be accurately reflected in the information provided on the FAFSA Application. If approved, your financial aid eligibility will be determined by calculating either your real income for 2023 or your projected annual income. Before your request can be considered, a processed 2024-2025 Free Application for Federal Student Aid (FAFSA) **must** be on file with Drew University.

PLEASE BE ADVISED:

- **Wait until you receive your Financial Aid Package. We cannot review your Change in Family Circumstance appeal until your initial financial aid package is prepared.**
- **You are responsible for payment regardless of your request for a Special Conditions.**
- **Special Conditions do not guarantee an increase to the financial aid.**
- **Your institutional aid may not be increased as a result of this appeal process.**
- **The decision of this Special Conditions process is final**

Each request is evaluated on a case-by case basis. Because of the individualized nature of these requests, we may need to request additional information. If we do, we will contact you via email. **All** communications regarding approval, denial or requests for additional information will be directed to the **student's Drew University email address**.

I certify, that all required documents must be submitted prior to reviewing my request for Special Conditions. Upload all documentation to our [Financial Aid Secure Portal](#). Due to the complexity of Special Conditions Appeals, please allow 3-4 weeks for processing once our office has received **all** required documentation.

Student Signature _____

Date _____

Parent Signature _____

Date _____

Check Next to the Circumstance that applies to Your Specific situation	Required Documentation
<input type="checkbox"/> Divorce/Separation of Parent Date of divorce or separation: _____	<input type="checkbox"/> Signed and Dated statement of explanation from student <input type="checkbox"/> Separation agreement or divorce decree <input type="checkbox"/> Proof of separate households (leases, utility bills,) <input type="checkbox"/> Parent(s) 2022 and 2023 Federal Tax Return <input type="checkbox"/> ALL Federal W’2s For FAFSA tax year (2022 and 2023) for both Parent’s
<input type="checkbox"/> Divorce/Separation of Student Date of divorce or separation: _____	<input type="checkbox"/> Signed and Dated statement of explanation from student <input type="checkbox"/> Separation agreement or divorce decree <input type="checkbox"/> Proof of separate households (leases, utility bills, etc.) <input type="checkbox"/> Student (s) 2022 and 2023 Federal Tax Return <input type="checkbox"/> ALL Federal W2’s for FAFSA tax year 2022 and 2023 Both Student and spouse
<input type="checkbox"/> Loss of Employment Parent Name of person who lost employment: _____ Date of loss of employment: _____	<input type="checkbox"/> Parent(s) 2022 and 2023 signed federal Tax Return <input type="checkbox"/> ALL federal W2’s for FAFSA tax year (2022 and 2023) <input type="checkbox"/> Signed statement of explanation from student / Parent <input type="checkbox"/> Signed and dated letter from employer outlining the reason (s) of Termination including last date of employment <input type="checkbox"/> Copy of severance agreement or statement that no severance received <input type="checkbox"/> Copy of final pay stub from former employer <input type="checkbox"/> Copy of Unemployment Benefits Eligibility letter or payment summary showing unemployment benefits–must include weekly amount and dates of eligibility
<input type="checkbox"/> Parent Reduction of income from work Name of person who had a reduction of income from work: _____ Date of Change: _____	<input type="checkbox"/> Parent’(s) 2022 and 2023 Signed Federal Tax Return <input type="checkbox"/> ALL Federal W’2s For FAFSA tax year (2022 and 2023) for both Parent’s <input type="checkbox"/> Signed statement of explanation from student / Parent explaining the decrease of income <input type="checkbox"/> Employer offer letter indicating date of hire and wages information <input type="checkbox"/> Copy of most recent pay stub (Please submit 4 most recent paystubs)
<input type="checkbox"/> Death of a parent	<input type="checkbox"/> Death Certificate <input type="checkbox"/> Parent(s) 2022 and 2023 signed federal Tax Return <input type="checkbox"/> ALL Federal W’2s For FAFSA tax year (2022 and 2023) for both Parent’s <input type="checkbox"/> Summary of death benefits (Life Insurance, social security benefits)

Other circumstances not listed above

Explanation of other special circumstances for further review is required

Please briefly explain your other special circumstances for further review: (Special circumstance request is only to determine your Financial Aid for the current Academic Year. We will not use this special circumstance for any subsequent years.)