



2020-2021 SPECIAL CIRCUMSTANCES REQUEST

Student's Name

K Number

This form is used to request a reevaluation of the information provided on the Free Application for Federal Student Aid (FAFSA) due to special circumstances. Complete and return this form with all required documentation to the Office of Student Financial Aid. The process can take up to 3 weeks (4 weeks during peak times). Only one appeal request will be accepted per academic year. Final deadline to submit this form and all requested documentation is April 1, 2021.

PRIORITY DEADLINES		
Fall – July 1, 2020	Spring – Nov. 15, 2020	Summer – Feb. 1, 2021

Please check your **TAMUK** email address for results or requests for additional information/documentation

STEP 1: REASON FOR REQUEST – Check the box for the circumstance(s) that apply to you and submit the additional documentation as specified for that circumstance. Failure to provide all of the required documentation within 30 days after initial review will delay the review process and/or result in denial of your request.

- Loss of Employment or Reduced Wages:** Current wages of parent, student and/or spouse have been reduced due to job loss, change in employment, reduced hours or reduction in pay and is expected to last 30 days or more.
 - o Detailed letter from student and parent (if dependent) outlining your circumstances including dates effected and projected income for the current year
 - o Termination/Separation letter from previous employer
 - o Copy of student's, spouse's and/or parent's 2018, 2019, and 2020 (if applicable) tax return transcripts from the IRS and all W2 Forms
 - o Two most recent pay check stubs for student, spouse and/or parent, if employed
 - o Proof of unemployment benefits received or denial letter, retirement, settlements, social security benefits, SNAP, TANF, etc.
 - o 2020-2021 V1 Verification Worksheet

- Divorce or Separation:** Parent or student and spouse are divorced or separated and filed the 2018 taxes as "Married Filing Jointly".
 - o Detailed letter from student and parent (if dependent) explaining situation
 - o Copy of student's, spouse's and/or parent's 2018 tax return transcripts from the IRS and all W2s
 - o 2020-2021 V1 Verification Worksheet
 - o Divorcee decree or proof of separation (at least two proofs of different addresses from each individual)

- Death of Family Member:** Member in the student's household has passed away and has reduced family income.
 - o Detailed letter from student and parent (if dependent) outlining the total out of pocket expenses
 - o Copy of student's, spouse's and/or parent's 2018 tax return transcripts from the IRS and W2s
 - o Copy of Death Certificate
 - o 2020-2021 V1 Verification Worksheet

- **Other Unusual Expenses:** Examples of eligible expenses: Dependent care, Private Elementary or Secondary Tuition, Elderly Care, Funeral Expenses, Legal Expenses, etc. Consumer debt is ineligible for consideration under special circumstances.
 - Detailed letter from student and parent (if dependent) outlining the total out of pocket unusual expenses
 - Copy of student's, spouse's and/or parent's 2018 tax return transcripts from the IRS and W2s
 - Proof of paid out of pocket expenses like receipts or bank statements
 - 2020-2021 V1 Verification Worksheet

- **Loss of Benefits:** Student or parent has lost some or all benefit(s).
 - Detailed letter from student and parent (if dependent) explaining situation with official documentation showing benefits lost
 - Copy of student's, spouse's and/or parent's 2018, 2019, and 2020 (if applicable) tax return transcripts from the IRS and W2s
 - 2020-2021 V1 Verification Worksheet

- **High Medical or Dental Expenses:** Eligible expenses are limited to medical and dental expenses not paid or reimbursed through insurance or other entity. As a general rule, these expenses would need to exceed \$3,000 before they would have the potential to impact a financial aid award.
 - Detailed letter from student and parent (if dependent) outlining the total out of pocket expenses
 - Copy of student's, spouse's and/or parent's tax return transcripts from the IRS and W2s
 - Copy of Schedule A of the income tax return, if applicable
 - Proof of paid out of pocket expenses like receipts or doctor's statements
 - 2020-2021 V1 Verification Worksheet

I certify that the information provided on this form is true and complete to the best of my knowledge, and I have provided all supporting documentation where applicable. I understand that I may be asked to submit additional information after the Office of Financial Aid reviews my request. I also understand that submitting this request and documentation does not guarantee an adjustment of my financial aid awards.

Student's Signature

Date

Parent's Signature (if dependent student)

Date

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.