

## 2018-2019 Independent Student Special Circumstance Form

Student Name \_\_\_\_\_ Grand View ID \_\_\_\_\_

Student phone number \_\_\_\_\_ Student email address \_\_\_\_\_

### STEP 1: REASON FOR FILING

Check the box for circumstance(s) that apply to you and **submit the additional documentation as indicated for that circumstance.**

#### Loss of Employment, Reduced Wages

**Current student wages are at least 10% less than in 2016 due to loss of job, change in employment, reduction in hours, or reduction in pay. Job losses will be considered after 30 days of unemployment.**

- Most recent signed Student and/or Spouse Federal Tax Return or Tax Return Transcript from the IRS
- Last check stub(s) from previous and/or current employers, if applicable, for student and spouse (if married)
- Individuals with self-employment or other non-W2 income from the tax return need to document their financial changes in Step 2 of this form
- Letter from previous employer stating last date of employment
- Benefit or denial letter from unemployment. Benefit letter needs to include weekly and maximum benefit amounts.
- Severance information, if applicable

#### Loss of Benefits

*Student and/or Spouse has lost some or all benefits*

- Submit official documentation of benefit(s) lost

#### Marital Separation / Divorce

*Student/Spouse must live in separate residences*

- Most recent signed Student Federal Tax Return or Tax Return Transcript from the IRS
- Documentation of separation, divorce, or verification of separate residences
- Most recent W-2 of custodial parent
- Documentation of child support, family support or maintenance support. Include support that is received or anticipated.

#### One-Time Income

- 2016 Signed Student and/or Spouse Federal Tax Return or Tax Return Transcript from the IRS
- Provide documentation (if available) or an explanation and dollar amount of any one-time income received and what was done with that income

#### High Medical/Dental Expenses

*Eligible expenses are limited to medical and dental expenses not reimbursed through insurance or employer-sponsored cafeteria plans (HRA, HSA, health care flexible spending account, etc.). As a general rule, **these expenses would need to exceed \$3,000 before they would have the potential to impact a financial aid award.***

- 2017 Signed Student and/or Spouse Federal Tax Return or Tax Return Transcript from the IRS
- Copy of Schedule A from the 2017 Federal Tax Return, if filed
- If expenses were not claimed on Schedule A, submit a listing of eligible expenses you paid out-of-pocket in 2017
- Last check stub(s) from employer (if a Schedule A is not submitted)

#### Private Elementary/Secondary School Tuition

- Submit tuition statement OR letter from the school indicating tuition charges minus financial aid and/or discounts for child(ren) at that school during the 18-19 academic year.

#### Other Unusual Expenses

- Provide explanation and documentation of expense(s)  
*Examples of eligible expenses: Dependent care, elderly care, funeral expenses, legal expenses, etc. **Consumer debt is usually ineligible for consideration under special circumstances.***

**Step 2: Explanation of the Circumstance (required)**

Attach additional sheet if necessary.

**Note: All appeals for the 2018-19 academic year must be submitted by March 1, 2019.**

**Step 3: CERTIFICATION**

I certify that the information accompanying this form is complete and correct to the best of my knowledge. If additional documentation is required, I will submit such documentation or my Special Circumstance Request will be denied. I also understand that if I give false or misleading information, I may be fined, jailed, or both. I understand that the Financial Aid Office may later request copies of my 2017 Federal Tax Returns or other documentation to verify the information submitted for my 2018-19 special circumstances request and adjustments may be made to my financial aid award at that time.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please submit this form and supplemental materials to the Grand View University Financial Aid Office.**

**Email** [finaid@grandview.edu](mailto:finaid@grandview.edu)  
**Fax** 515-263-6191  
**Mail** Grand View University  
Financial Aid Office  
1200 Grandview Avenue  
Des Moines, Iowa 50316