



2020-2021 SPECIAL CIRCUMSTANCE REQUEST

This application may be completed if your family's financial situation has significantly changed from the information reported on the FAFSA .

Federal regulations provide financial aid administrators at colleges and universities the authority to make adjustments to the information provided on the FAFSA when special circumstances exist. Such circumstances include the loss of employment or reduced income; separation or divorce; the death of a parent/spouse; extraordinary medical expenses; or the inflation of the income reported on the FAFSA by a one-time financial event. Results of a special circumstance may vary from school to school as these are based on the professional judgment of a financial aid administrator. Professional judgment decisions are final.

Once your FAFSA has been processed, our office can review your request for a Special Circumstance. If you have not already filed a FAFSA, please complete the online application as soon as possible.

Texas Tech University financial aid administrators welcome the opportunity to review your special situation. When applicable, we will make adjustments to your financial aid application to possibly increase eligibility.

All applications must include the following:

1. All 2018 and 2019 W-2s for both parent/spouse and student. **Emailed tax documents will only be accepted if they are received from the student's Texas Tech email.**
2. 2018 signed 1040 or Tax Return Transcript (www.irs.gov) for both parent and student, even if the Data Retrieval Tool was used to complete the FAFSA. **Emailed tax documents will only be accepted if they are received from the student's Texas Tech email.**
3. Letter explaining the circumstances to be considered.
4. Additional documents relative to your particular circumstance.

DO NOT SUBMIT PHOTOS OF DOCUMENTS. Please scan and attach documentation to the form in a PDF or DOCX file format. All documents must be clear and legible.



2020-2021 SPECIAL CIRCUMSTANCE REQUEST

Student Name : _____ TTU R#: _____

Student Email: _____ Phone #: _____

Parent(s) Email: _____ Phone #: _____

All Special Circumstance requests must include the following in addition to the information relative to your particular circumstance. Please indicate by checking the special circumstance(s) that apply to you.

Do not submit originals, as documents will not be returned.

1. Letter from parent/student explaining circumstances
2. All 2018 and 2019 W-2s for both parent/spouse and student
3. 2018 signed 1040 or Tax Return Transcript www.irs.gov.

Separation / Divorce — THIS ONLY APPLIES IF BOTH PARENTS/SPOUSE INFORMATION IS ON THE FAFSA.

Name of Parent of Record on FAFSA (please print below the name of the parent whose information will remain on FAFSA):

Has the Parent of Record Remarried? YES NO Date of Separation _____

Court Documentation verifying legal separation or divorce

Copy of most recent pay check for parent of record

Proof of residence for each parent

Death of Parent / Spouse — THIS ONLY APPLIES IF BOTH PARENTS/SPOUSE INFORMATION IS ON THE FAFSA.

Copy of Death Certificate

Billing Statement from funeral home verifying expenses not covered by insurance

Copy of most recent paycheck stub for surviving parent/spouse

Loss of Child Support — THIS ONLY APPLIES IF CHILD SUPPORT IS REPORTED ON THE FAFSA.

Verification of child support received in current year (i.e., divorce decree, attorney general summary)

Medical — PAID EXPENSES CONSIDERED IN PREVIOUS YEARS WILL NOT BE CONSIDERED AGAIN.

2019 Paid Receipts

2019 Medical Insurance Premium Payments

2019 Summary of payments from your pharmacy

Documents need to be sorted and submitted by patient (if medical is for more than one family member) and in chronological order. Please make sure not to send duplicates of expenses. Documents not dated or dated outside of the current academic year will not be accepted.

One Time Payment — REQUIRED DOCUMENTATION BELOW

Letter from parent/student explaining the one-time payment or reason for the withdrawal.



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Student Name: _____

TTU R#: _____

Student Email: _____

Phone #: _____

Parent(s) Email: _____

Phone #: _____

Loss of Employment/Reduction of Income – REQUIRED DOCUMENTATION BELOW

Name of Person who lost job _____

Relationship to Student _____

Name of Previous Employer _____

Last Date of Employment _____

Severance Pay received? YES NO

Unemployment Benefits received? YES NO

Retirement Benefits being received? YES NO

Disability Benefits being received? YES NO

Will funds be taken out of your IRA, 401K, or other retirement plan in order to supplement income or pay off debt YES NO Amount: \$ _____

Has new employment been found? YES NO Start Date: ____/____/____

Name of New Employer _____

- Letter from parent/student explaining circumstances surrounding the loss of income or reduction
- Letter from previous employer stating last date of employment and year to date income **OR**
Copy of last pay check stub with year to date income information
- Verification of severance pay
- Verification of unemployment benefits
- Verification of retirement benefits
- Verification of disability benefits
- Verification of funds taken out of retirement plan
- Most recent pay check stub (if new employment has been found or if working multiple jobs)
- Anticipated income for 2020 for employed parent(s)

I certify that the information contained on this form is correct. I understand that if I purposely give false or misleading information or forged signatures on this form, I may be fined \$20,000, sent to prison, or both; and it may result in the cancellation or repayment of all or part of my financial aid. I understand that I must sign and return this form for my financial aid to be processed.

(Spouse signature is required except in cases of separation, divorce, or death).

Student Signature _____

Date _____

Parent(s) Signature _____

Date _____