

VINCENNES UNIVERSITY
**2020-2021 SPECIAL CIRCUMSTANCES REQUEST
 FOR A DEPENDENT STUDENT**

Student Financial Services Office 1002 North First Street Vincennes IN 47591 Ph: (812) 888-4361 Fax: (812) 888-4261
--

Use this form to report recent changes to your or your parent(s) financial situation which may impair your family's ability to contribute toward the cost of your education for the 2020-2021 academic year (Fall 2020 through Summer 2021).

Deadlines: Fall only enrollment: Form and documents must be submitted before November 1, 2020.

Spring only, academic year, or summer enrollment: Form and documents must be submitted by April 1, 2021.

STEP 1: Student Information

VU I.D.#: A00 _____ Valid Email: _____

Student Name: _____ Student Cell Phone:(_____)_____

Address: _____ Parent Cell Phone:(_____)_____

City: _____ State: _____ Zip: _____ Home Phone:(_____)_____

STEP 2: Understanding the Purpose of this Request

Your 2020-2021 financial aid is based on 2018 income and tax information. This form provides guidance on how you can document certain changes in your financial circumstances since 2018. This might allow us to reduce certain data elements on your FAFSA and may provide a result (Estimated Family Contribution) which more accurately and fairly reflects your current financial situation. The information you provide pertains solely to the student and the parent(s) information required for the 2020-2021 FAFSA.

The list on the second page provides the most common circumstances that allow us to make this professional judgment. You may check with a financial aid counselor if you have other circumstances that might affect the amount you and your family are expected to contribute. We must have documentable circumstances to make adjustments. Not all adjustments will change your financial aid eligibility.

Federal student aid regulations require our office to document why we adjusted the data elements that go into re-calculating your EFC. Please submit all required documentation with this form. Additional information may be requested upon review of your request. The Special Circumstance process is optional and may take several weeks to process. Our committee's decision is final and cannot be appealed to the U.S. Department of Education. **Incomplete requests will not be processed.** Submission of this form does not guarantee approval or increased financial aid eligibility and any increase may not cover the full costs incurred at Vincennes University. While a decision is pending on your case, you can receive the financial aid indicated on your MyVU account.

You are responsible for payment of your account while your request is being processed.

We will NOT consider requests for any of the following circumstances:

- Bankruptcy
- Non-essential expenses (vacations, tithing, charitable giving, high mortgage payments, credit cards, etc.)
- Standard living expenses (utilities, cable bills, cell phone, vehicle loan, tax bills, etc.)
- Standard maintenance items (lawn care, home repairs, gas, etc.)
- One-time income used for non-essential purposes (second residence, additional vehicles, recreational vehicles, etc.)
- You already qualify for maximum Pell grant and loans because you have a zero EFC.

By signing this form, I certify all information is true and complete to the best of my knowledge. I agree to provide all documentation and information that will verify the accuracy of my appeal. I understand that if I purposely give false or misleading information, I may be prosecuted by the Department of Education. **I understand that I am responsible for payment of my account with Vincennes University.**

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Parent Email: _____

STEP 3: Required Documentation and Reason for Request

IMPORTANT! You must provide the following documents in addition to the documentation required for your specific circumstance.

- A typed letter signed and dated by your parent(s) explaining the reason for this request.
- If you have not already done so, submit a completed 2020-2021 Dependent Verification Worksheet.
- If you have not already done so, submit signed copies of your and your parents' 2018 federal tax returns and W-2s.

Loss of income, alimony, child support, or social security benefits in 2019 or 2020.

- Submit copies of your parents' 2018 W-2s, 1099 forms, and any tax schedules filed with their federal tax return.
- Proof of all earnings for the person who is losing or lost income.
 - If 2019, provide a signed copy of 2019 federal tax return along with all W-2s, 1099 forms, and schedules.
 - If 2020, provide last pay check stub from previous employer(s), printout of Unemployment benefits, most recent pay check stub if currently employed at a new job. As well as, a written projection of income for the remainder of 2020. Provide any additional documentation that supports your income projection.
- If loss of employment: A letter on company letterhead signed and dated by employer indicating last day of employment. If you do not have such a letter, include the date of loss of job in your letter of explanation.
- If alimony or child support ended: Court document stating date of termination and the total amount received.
- If loss of other benefits: Provide documentation for the reason for the change in benefits and a letter stating the termination date of benefits, also include the total amount received.

Legal separation or divorce after filing the FAFSA.

- Submit copies of your parent's 2018 W-2s and 1099 forms. This is the parent you will live with and is on your FAFSA application.
- Copy of legal separation papers, divorce decree, or letter of intent from attorney on attorney's letterhead. Be sure this includes the date of legal separation, divorce, or the date parents were no longer living together.

Death of a parent after filing the FAFSA.

- Copy of Death Certificate.
- Submit copies of your parents' 2018 W-2s, 1099 forms, and any schedules filed with their joint tax return.

Significant medical, dental, nursing home, or dependent care expenses incurred in 2018 or 2019.

Expenses being claimed must have been paid out-of-pocket by the parents or student. Expenses covered by insurance or reimbursed by a third party cannot be submitted for consideration. In addition, FAFSA already calculates an 11% Income Protection Allowance for families. Therefore, these expenses must be over this 11% IPA to be considered.

- If expenses were paid in 2018, submit copies of all tax schedules filed with parents' 2018 Federal tax return.
- If expenses were paid in 2019, submit a signed copy of your parents' 2019 federal tax return and all tax schedules.
- Submit an itemized listing of expenses paid out-of-pocket by parents or student.
- Submit copies of insurance statements or third party payments and all receipts related to expenses being considered.

Exception to "normal" income due to an inheritance, gambling or lottery winnings, or an early withdrawal from a retirement plan.

- Submit copies of ALL your and your parents' 2018 W-2s and 1099 forms.
- If you have not already done so, submit a signed copy of your and your parents' 2019 federal tax returns and copies of all schedules filed with the tax returns.
- If you have not already done so, submit copies of ALL your and your parents' 2019 W-2s and 1099 forms.
- Detailed documentation supporting your request, including receipts on how the funds were spent.

Other _____

- Detailed documentation supporting your request.