

VINCENNES UNIVERSITY

**2020-2021 SPECIAL CIRCUMSTANCES REQUEST
FOR AN INDEPENDENT STUDENT**

Student Financial Services Office 1002 North First Street Vincennes IN 47591 Ph: (812) 888-4361 Fax: (812) 888-4261
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Use this form to report recent changes to your or your spouse's financial situation which may impair your ability to contribute toward the cost of your education in 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: _____

Address: _____ Home Phone:(_____) _____

City: _____ State: _____ Zip: _____ Cell 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 spouse 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 making payments or arrangements to pay
on 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 request. 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 at Vincennes University.**

Student Signature: _____

Date: _____

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 you explaining the reason for your request.
- If you have not already done so, submit a completed 2020-2021 Independent Verification Worksheet.
- If you have not already done so, submit a signed copy of your (and spouse's) 2018 federal tax return and W-2s.

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

- Proof of all earnings for the person(s) who is losing or lost income.
- If 2019, provide a signed copy of 2019 federal tax return along with all 2019 W-2 and 1099 forms.
- 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 that explains the change in income in the most recent 12 months. Provide a letter stating the termination date of benefits and the total amount received.

_____ **Legal separation or divorce after filing the FAFSA.**

- 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.
- Submit copies of your 2018 W-2s, 1099 forms and any tax schedules filed with your joint tax return.

_____ **Death of Spouse after filing the FAFSA.**

- Copy of Death Certificate.
- Submit copies of all 2018 W-2s, 1099 forms and any tax schedules filed with your 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 student or spouse. 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 2018 federal tax return.
- If expenses were paid in 2019, submit a signed copy of 2019 federal tax return, include all tax schedules.
- Submit an itemized listing of expenses paid out-of-pocket.
- Submit copies of insurance statements or third party payments and 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 spouse's) 2018 W-2s and 1099 forms.
- Submit a signed copy of your (and spouse's) 2019 federal tax return and copies of all tax schedules.
- If you have not already done so, submit copies of ALL your (and spouse's) 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.