

VINCENNES UNIVERSITY

**2021-2022 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
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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 2021-2022 academic year (Fall 2021 through Summer 2022).

Deadlines: Fall only enrollment: all required documents must be submitted before November 1, 2021.

Spring only, academic year, or summer enrollment: all required documents must be submitted before April 4, 2022.

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 2021-2022 financial aid is based on 2019 income and tax information. This form provides guidance on how you can document certain changes in your financial circumstances since 2019. This might allow us to reduce certain data elements on your FAFSA and may provide a result 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 2021-2022 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 your FAFSA result (EFC- Expected Family Contribution). 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.

Evaluating your request may take several weeks to complete. The decision we make on your request 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 increased financial aid eligibility, and any increase may not cover the full costs incurred at Vincennes University. While a decision is pending on your request, you can receive the financial aid currently 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, small home repairs, transportation, 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 U.S. Department of Education. **I understand I am responsible for payment of my account at Vincennes University.**

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Parent Email: _____

STEP 3: Required Documentation and Reason for Request

You must provide the following documents and the required documentation specific to your request.

- 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 2021-2022 Dependent Verification Worksheet.
- If you have not already done so, submit signed copies of your and your parents' 2019 federal tax returns.

Loss of income, alimony, child support, or social security benefits in 2020 or 2021.

- Proof of all earnings for the person(s) who is losing or lost income.
 - Copies of 2019 W-2s, 1099s, and any schedules showing business or farm income.
 - If 2020, provide a signed copy of 2020 federal tax return and schedules, along with all W-2s and 1099 forms.
 - If 2021, 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. Provide a written projection of income for the remainder of 2021. 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.

If your parents were separated or divorced before you filed the FAFSA, do not complete this request. Please make corrections to your FAFSA online.

- 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.
- Copies of your parent's 2019 W-2s, 1099 forms and any schedules filed with a joint return. This is the parent you will live with and is on your FAFSA application.

Death of a parent after filing the FAFSA.

If your parent died before you filed the FAFSA, do not complete this request. Please make corrections to your FAFSA online.

- Copy of Death Certificate.
- Copies of your parents' 2019 W-2s, 1099 forms, and any tax schedules filed with their tax return.

Significant medical, dental, nursing home, or dependent care expenses incurred in 2019 or 2020.

Expenses being claimed must have been paid out-of-pocket by parent(s) listed on the student's FAFSA. 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, expenses must be over this 11% IPA to be considered.

- If expenses were paid in 2019, submit copies of all tax schedules filed with parents' 2019 federal tax return.
- If expenses were paid in 2020, submit a signed copy of your parents' 2020 federal tax return and all tax schedules.
- Submit an itemized listing of expenses paid out-of-pocket by parent(s).
- 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.

- Copies of your parent(s) 2019 W-2s, 1099s, and any schedules showing business or farm income.
- A signed copy of your parents' 2020 federal tax returns and all schedules.
- Copies of your parents' 2020 W-2s and 1099 forms.
- Detailed documentation supporting your request, including receipts on how the funds were spent.

Other

- Detailed documentation supporting your request.