



# 2022-2023 Special Conditions Form

The Special Circumstances form is for students who have exceptional circumstances which are not taken into account through the initial FAFSA process. Please complete this form indicating your circumstances and submit it to our office with the required documentation. Review of special circumstances will take place after you complete a 2022-2023 FAFSA and after you receive an initial 2022-2023 award.

**Ineligible Circumstances**—The Office of Financial Assistance will not consider or make adjustments for any of the following:

- Parents refuse to help pay for college
- Mortgage, rent, car, and car insurance
- Consumer debt (credit cards, etc)
- Medical insurance premiums
- Reduced bonus incomes or commissions or lottery/gambling winnings
- Chapter 7 Bankruptcy or reductions in income from bankruptcy proceedings
- Unusual expenses related to personal living (such as wedding expenses, loan payments, or legal fees)
- Home equity, IRA, 403B, and 401K loans

## A. Student Information

Last Name	First Name	M.I.	Student ID #
Address (include apt. no)			
City	State	Zip Code	Phone Number (include Area Code)

**B. Check off the reason for this request**—submit all requested documentation for the reason you are selecting. We cannot proceed with the review without it.

- Loss of Income**
  - Submit separation letter from previous employer
  - Submit last paycheck stub received
  - Submit all 2021 W2s for the household
  - Submit a signed copy of your 2021 tax return transcript OR signed tax return
  - If applicable, submit documentation from the Texas Workforce Commission (or applicable state) on unemployment benefits or on worker's compensation
- Reduction in Income Due to Divorce or Death of Spouse or Parent**
  - Submit official divorce decree and/or death certificate
  - Submit all household 2020 or 2021 W2 forms
- Unusual Medical Expenses**
  - Attach copies of paid receipts for medical and/or dental expenses out of pocket.
- Private School Tuition Expenses**
  - Attach a copy of your invoice from the secondary school tuition expenses dated within the academic year (July 2022-May 2023)

Office Use Only					RRAAREQ: SCF BDM: Special Conditions
Date Received	Received By	Tracked	RHACOMM	Imaged	

**C. Explain the circumstances involving the loss of income and/or additional expenses. Please be specific and provide any necessary dates, names, etc. If needed, feel free to attach a separate letter.**

*NOTE: Be advised, we cannot proceed without reviewing your explanation.*

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**D. Certification and Signature (*Digital Signature Not Accepted*)**  
 I certify that all of the information reported on this worksheet is complete and correct. The student and, if dependent, at least one parent must sign and date. *Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.*

\_\_\_\_\_  
 Print Student’s Name

\_\_\_\_\_  
 Student’s ID Number

\_\_\_\_\_  
 Student’s Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Parent’s Name

\_\_\_\_\_  
 Parent’s Signature (*required, if student is dependent*)

\_\_\_\_\_  
 Date

**You may submit your documentation by fax, email, or mail.  
 Contact information is located on the first page of this form.**