



2023-2024 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 2023-2024 FAFSA and after you receive an initial 2023-2024 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 of 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 the documentation that applies, depending on your scenario. A financial aid counselor will email you if anything additional is needed.)
 - Submit separation letter from previous employer
 - Submit last paycheck stub received
 - Submit all 2022 W2s for the household
 - Submit a signed copy of your 2022 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 2021 or 2022 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 2023-May 2024)

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.

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 form and documents by fax or mail (on first page of worksheet) or use the "Submit Documents" option at <https://www.stmarytx.edu/admission/financial-aid/forms/> to upload docs.