



2024-2025 Special Circumstances Form

The Special Circumstances form is for students who have special circumstances which are not taken into account through the initial FAFSA process. 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 2024-2025 FAFSA and after you receive an initial 2024-2025 aid offer. **The following will not be considered:**

- Mortgage, rent, car, and car insurance
- Consumer debt (credit cards, etc)
- Medical insurance premiums
- Chapter 7 Bankruptcy or reductions in income from bankruptcy proceedings
- Unusual expenses related to personal living (wedding expenses, loan payments, legal fees)
- Home equity, IRA, 403B, and 401K loans
- Initial taxable retirement funds, pensions, or distributions

A. Student Information

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

B. Check the reason for this request and submit the documentation listed. Additional items might be requested.

- Loss of Income**
 - Separation letter from previous employer
 - Last paycheck stub received
 - All 2023 W2s for the household
 - Copy of 2023 tax return transcript OR signed tax return
 - Documentation from the Texas Workforce Commission (or applicable state) on unemployment benefits or worker's compensation
- Reduction in Income Due to Divorce or Death of Spouse or Parent**
 - Official divorce decree or death certificate
 - All household 2022 or 2023 W2 forms
- Unusual Medical or Dental Expenses**
 - Copies of paid receipts for out-of-pocket medical and/or dental expenses
- Private School Tuition Expenses for Siblings in 2024-2025 Academic year (July 2024-May 2025)**
 - Invoice for secondary school tuition expenses
- College Tuition for Siblings in 2024-2025 Academic year (July 2024-May 2025)**
 - Cost of Attendance (COA) for sibling for the 2024-2025 academic year
 - Offer letter showing aid offer—this can be a printout from the student portal with name of student and school OR their offer letter on letterhead with name of student and school

Office Use Only

RRAAREQ: SCF
BDM: Special Conditions

Date Received	Received By	Tracked	RHACOMM	Imaged
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