



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 2025-2026 FAFSA and after you receive an initial 2025-2026 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
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

Form fields for 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 2024 W2s for the household, Copy of 2024 tax return transcript OR signed tax return, Documentation from the Texas Workforce Commission...
Reduction in Income Due to Divorce or Death of Spouse or Parent: Official divorce decree or death certificate, All household 2023 or 2024 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 2025-2026 Academic year (July 2025-May 2026): Invoice for secondary school tuition expenses
College Tuition for Siblings in 2025-2026 Academic year (July 2025-May 2026): Cost of Attendance (COA) for sibling for the 2025-2026 academic year, Offer letter showing aid offer...

Office Use Only section with fields: Date Received, Received By, Tracked, RHACOMM, Imaged, RRAAREQ: SCF, BDM: Special Conditions

