



## SPECIAL CIRCUMSTANCE FORM 2023-2024

Missouri Valley College strives to offer our families the best financial aid packages possible within the limitations of federal, state and college funding levels. We understand that the FAFSA does not always capture the current financial snapshot of your household and that certain circumstances may present your family within unique financial challenges. By completing this form, we will be able to determine if these factors have any effect on your 2023-2024 expected family contribution (EFC), which in turn affects your need.

## INSTRUCTIONS

Please complete this form in its entirety. Please provide documentation which supports your reason for your appeal and include the student's name and student ID number on all documents to insure proper identification. In addition, we must have the results of your 23-24 Free Application for Federal Student Aid (FAFSA). On file in order to review this form. This can be filed online at [www.fafsa.gov](http://www.fafsa.gov). If your FAFSA is selected for federal verification, you must complete that process before your special circumstance appeal form can be reviewed.

Your appeal will be evaluated by the Financial Aid office within 2 weeks (14 days) or longer based on the volume received. **Be aware that a Professional Judgement is performed at the discretion of each institution and does not guarantee an increase or change in financial aid.**

## STUDENT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Student ID: \_\_\_\_\_

Grade Level for the 2022-23 academic year: \_\_\_\_\_

## REASON(S) FOR APPEAL

**Loss of Income:**

Student/spouse/parent/step parent (whose income from work is reported) who earned money in 2021/2022 and has lost his or her job and remained unemployed for at **least 10 consecutive weeks during 2021/2022.**

Date full-time work ceased, please indicated if COVID-19 related job loss:

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**Documentation Required:**

- Statement of situation
- Provide documentation of change in employment (separation papers, etc.)
- Provide **all** final pay stubs for student and spouse or for both parents
- Provide most recent pay stub from any current employment for student and spouse or for both parents
- Provide documentation of maximum unemployment benefits received or to be received
- Provide all tax documents requested by the FA Office
- Provide all 2021 W-2s for student and spouse or for both parents

## REASON(S) FOR APPEAL

**Loss of Income:**

Student/spouse/parent/stepparent (whose income from work is reported) who earned money in 2021 has experienced a significant decrease of resources in 2022 or 2023. This must be the result of a disability, natural disaster, or COVID-19, change in employment, or one-time income that occurred in 2021/2022. **Decreases if less than 20% of the family's income will not be considered.**

**Documentation Required:**

- Provide a statement of situation
- Provide a recent pay stub, disability verification, or other documentation to support loss of income
- If one-time income was received in 2021, 2022 attach documentation explaining what happened to the increase
- Provide all 2021, 2022 W-2s for student and spouse or for both parents

2021/2022 Medical/Dental expenses not covered by insurance:  
\$ \_\_\_\_\_

*Total amount of paid medical/dental bills (amount you've paid after insurance)*

**Documentation Required:**

- Statement of situation
- Provide a letter of explanation with an itemized list of expenses
- Provide copies of current medical/dental bills, copies of receipts of payments, or copy of payment plan/promissory note
- Expenses must exceed 11% of adjusted gross income reported on the 2021/2022 Federal Income Tax Return

Elementary or secondary private school tuition, daycare, or eldercare expenses, parent's college tuition:  
\$ \_\_\_\_\_

Net tuition/expenses for 2023-2024 academic year  
*(Net amount equals costs minus assistance received)*

**Documentation Required:**

- Provide a tuition statement/bill from the school for the 2023-2024 academic year
- Provide a statement from care provider

Student/parents/stepparent (who provided parental data on the student's original financial aid application) applied for financial aid, but since that time, have separated or divorced.

Date of Separation or Divorce: \_\_\_\_\_

**Documentation Required:**

- Provide copy of court order
- Provide all 2021,2022 W-2s for student and spouse or for both parents
- Documents of expected child and/or other spousal support payments

Student/parent/stepparent (who provided parental data on the student's original financial aid application) applied for financial aid, but since that time the student's spouse has died; or the student's last surviving parent with whom the student had a dependent relationship has died.

**Documentation Required:**

- Date of Death: \_\_\_\_\_
- Provide copy of death certificate

## SIGNATURE(S)-REQUIRED

Decisions are made on an annual basis and on a case-by-case basis. By signing this worksheet, I (We) certify that all the information reported on this worksheet is complete and correct. For dependent students, the student and one parent are required to sign.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_