

COMPLETE BOTH PAGES OF THIS FORM

This form is used in cases where there have been **involuntary changes** in income or employment, unusual dental/medical expenses paid, divorce/separation, or other **unplanned** circumstances which have changed the total annual income and financial resources of an INDEPENDENT student, or of the PARENT(s) OF A DEPENDENT STUDENT since 2020. Changes in the income of a dependent student will not be considered.

You MAY be eligible for additional financial assistance if these circumstances apply. Please complete and review the entire application before submitting. Your Unusual Circumstance Form must be submitted with **ALL** supporting documentation, as described within this form. **An incomplete request will be denied.** An approved UCF does NOT guarantee you will receive additional financial aid.

All reviews require a signed 2020 and 2021 Federal Tax Return, or 2020 and 2021 IRS Tax Return Transcripts, and W-2's. for each year. If the UCF is filed after 12/1/2022, or involves business, farm or commission income, a 2022 Federal Tax Return and W-2s are also required. In the following section, please check which circumstance(s) apply to you. You must provide a signed/dated detailed statement explaining your unusual circumstance request as well as the other required documentation. Submit all required documents with this form.

Last Name	First Name	Initial	SVSU Student ID or Student Social Security Number
Street Address			CITY
			DAYTIME Phone Number

CHECK BOX for the circumstance you are asking to be reviewed

	Unusual Circumstance and eligible submit dates	Required Documentation:
<input type="checkbox"/>	Loss of Employment Further documentation may be requested to assist in estimating 2022 income. This may delay processing.	<ul style="list-style-type: none"> 2020 and 2021 SIGNED Federal Tax Return and W-2s Third party documentation, including last date of employment Copy of last pay stub AND current pay stub if now employed Documentation of any unemployment benefits, pandemic pay, or any severance payout Written explanation about why the change in income happened.
<input type="checkbox"/>	Significant decrease in wage or salary Further documentation may be requested to assist in estimating 2022 income. This may delay processing. PLEASE NOTE: If you own your own business or farm, or are employed on commission, your 2022 tax return is required.	<ul style="list-style-type: none"> 2020 and 2021 SIGNED Federal Tax Return and W-2s (and 2021 signed tax return if business, farm or commission) Third party documentation of decrease Copy of last paystub received in 2021 from each place of employment Written explanation about why the change in income happened and how long it is expected to continue
<input type="checkbox"/>	Divorce or Separation	<ul style="list-style-type: none"> 2020 and 2021 SIGNED Federal Tax Return and W-2 forms Copy of divorce/separation decree 2 Proofs of separate households (copy of rental agreement, utility bills, copy of driver's license showing separate addresses) Documentation of support (one time or monthly) payment to custodial parent Written explanation of living situation Documentation of child support expected for ALL children
<input type="checkbox"/>	Death of parent (or spouse)	<ul style="list-style-type: none"> 2020 and 2021 SIGNED Federal Tax Return and W-2s Death certificate Copy of last pay stub from deceased person's employment
<input type="checkbox"/>	Excessive un-reimbursed medical/dental expenses paid in 2020. Paid medical expenses must be in excess of 7.5% of 2020 AGI	<ul style="list-style-type: none"> 2020 SIGNED Federal Tax Return and W-2s Must include: IRS Form 1040 Schedule A (Itemized Deductions). Copy of PAID receipts for un-reimbursed medical expenses
<input type="checkbox"/>	Other reason for unusual circumstance	<ul style="list-style-type: none"> 2020 and 2021 SIGNED Federal Tax Return and W-2 forms Written explanation detailing situation-with supporting documentation

Complete the form below in regard to PARENT of dependent student or INDEPENDENT student ONLY.

In this section please detail your total annual income for 2020 and 2021, and your projected income for 2022.
If married, please list each income separately. Do not leave worksheet blank, if question does not apply answer N/A or \$0.

2020		2021		2022 - Projected	
Source	Annual Amount	Source	Annual Amount	Source	Annual PROJECTED Amount
Earnings from work Parent1 /Student Parent2 /Spouse		Earnings from work Parent1 /Student Parent2 /Spouse		Earnings from work (submit current paystub) Parent1 /Student Parent2 /Spouse	
Unemployment benefits Parent1/Student Parent2/Spouse		Unemployment benefits Parent1/Student Parent2/Spouse		Unemployment benefits Parent1/Student Parent2/Spouse	
Severance pay Parent 1/Student Parent 2/Spouse		Severance pay Parent1/Student Parent2/Spouse		Severance pay Parent1/Student Parent2/Spouse	
Alimony/Spousal Support: ANY expenses that non-custodial parent paid		Alimony/Spousal Support: ANY expenses that non-custodial parent paid		Alimony/Spousal Support: ANY expenses that non-custodial parent is expected to pay	
Child support received for all children		Child support received for all children		Child support received for all children	
Business Income Parent 1/Student Parent 2/Spouse		Business Income Parent1/Student Parent2/Spouse		Business Income Parent1/Student Parent2/Spouse	
Pension/IRA Parent1 /Student Parent 2 /Spouse		Pension/IRA Parent1/Student Parent2/Spouse		Pension/IRA Parent1/Student Parent2/Spouse	
Life Insurance Proceeds		Life Insurance Proceeds		Life Insurance Proceeds	
Social Security		Social Security		Social Security	
Other		Other		Other	

By signing this document:

I certify that all the information provided on this form is complete and correct to the best of my knowledge. I understand that I may be asked to submit additional documentation if necessary.
I realize that if I do not fully document my special circumstance, this form may be denied and that all decisions are final.
I understand that approval of submitted unusual circumstances may not always result in additional funding.
I have attached a 2020 and 2021 signed Federal Tax Return(s), W-2 statements, and other requested documentation.

If copy of tax return not available, request an "IRS Tax Return Transcript - Online Request" - Go to www.irs.gov, click "GetMy Tax Record" Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." Telephone Request - 1-800-908-9946

MUST ANSWER:

As of today, are you a dislocated worker? *Circle One:* Yes No Don't know

As of today, is either of your parents a dislocated worker? *Circle One:* Yes No Don't know

Student Signature

Date

Parent Signature (for dependent students only)

Date