

Request for Review of Special Circumstances Academic Year 2024-2025

This form may be submitted for consideration if the information on your 2024-2025 FAFSA is no longer an accurate reflection of your family’s current financial status due to an extenuating special circumstance. Submission of this form does **NOT** guarantee an adjustment to your FAFSA data or additional aid. Aid adjustments are subject to program and funding restrictions.

Forms submitted without the appropriate documentation and/or signature(s) will not be processed or reviewed. Our office may request additional supporting documentation to finalize your request.

For more information about what changes in circumstance may qualify for review, please navigate to our website: [Special Circumstance Review](#).

Student Name	Witt ID or Student SSN

Step 1: Complete and submit this form along with the following required documents:

- Attach a typed, signed, and dated one-page detailed explanation of your special circumstance.
- Attach signed copies of your (student), your spouse’s (if married), and/or your parents’ 2022 and 2023 tax returns with all filed schedules, as applicable. Please ensure the tax returns are **hand-signed**.
- Attach 2022 & 2023 W-2’s or 1099’s for yourself, spouse, and/or parent(s) as applicable.
- Attach the required supporting documentation listed below to substantiate your specific special circumstance.
- If you are selected for verification, attach your completed and signed 2024-2025 verification form.

I certify that the information contained on this form is correct. I understand that if I purposely give false or misleading information or forged signatures on this form, I may face legal consequences which may include a fine or imprisonment and may also result in cancellation or repayment of all or part of my financial aid awards. I understand I must sign this form and return it with all required documentation for my request to be processed. **Electronic signatures are not accepted.**

Student Signature <i>(Required)</i>	Date
Spouse Signature <i>(Required if student is married)</i>	Date
Parent Signature <i>(Required if student is dependent on FAFSA)</i>	Date

Step 2: Select the appropriate type of Special Circumstance and review the supporting documentation required.

Student Name	Witt ID or Student SSN

Type of Special Circumstance	Effective Date	Additional Supporting Documentation (Refer to Step 1 for Basic Required Documents)
<input type="checkbox"/> Divorce or Separation – not reflected on the 2024-2025 FAFSA <input type="checkbox"/> Student <input type="checkbox"/> Parent		<ul style="list-style-type: none"> • Divorce: Court documents/Divorce Decree • Separation: Court Document or proof of separate households such as rental agreement, utility bill, etc.
<input type="checkbox"/> Marriage - not reflected on the 2024-2025 FAFSA <input type="checkbox"/> Student <input type="checkbox"/> Parent		<ul style="list-style-type: none"> • Copy of Marriage Certificate.
<input type="checkbox"/> Death – occurred after the 2024-2025 FAFSA was filed <input type="checkbox"/> Spouse <input type="checkbox"/> Parent		<ul style="list-style-type: none"> • Copy of Death Certificate or official obituary • Copy of 2022 & 2023 W-2's.
<input type="checkbox"/> Loss of employment or other reduction in income <input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent		<ul style="list-style-type: none"> • Letter for employer, documenting last day of employment • Year-to-date earnings and last 3 paystubs • Documentation of unemployment benefits
<input type="checkbox"/> Loss of benefits such as child support or alimony <input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent		<ul style="list-style-type: none"> • Documentation of termination of benefits • Documentation of any benefits received year-to-date
<input type="checkbox"/> One-time income distribution <input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent		<ul style="list-style-type: none"> • Documentation of the one-time benefit or payment • Written explanation of how the benefit was used
<input type="checkbox"/> Extraordinary PAID medical expenses (in excess of 11% of household AGI) <input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent		<ul style="list-style-type: none"> • Written explanation of the medical expenses (person effected, accident, or long-term illness) • Proof of payments made, not covered by insurance
<input type="checkbox"/> Other circumstance not listed here <input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent		<ul style="list-style-type: none"> • Documentation to support the “other” special circumstance

Step 3: Provide the following financial information in support of your request. Enter zeroes for any fields that are not applicable to your appeal.

Student Name	Witt ID or Student SSN

2023 Income, Deductions & Payments	Dependent Student			Independent Student	
	Parent 1	Parent 2	Student	Student	Spouse
Income from wages, tips, etc.					
Interest or dividend income					
Unemployment compensation					
IRA or pension distributions					
Alimony received			N/A		
Child support received			N/A		

Payments to tax-deferred pensions					
Social security income					
Housing allowance for military or clergy			N/A		
Veteran's non-educational benefits			N/A		
Monetary gifts received					

Alimony paid			N/A		
Child support paid			N/A		

Actual 2024 income (year-to-date)					
Anticipated 2024 income					

Other income					
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Step 4: Submit this completed (and signed) form and supporting documentation:

- **Current Wittenberg Students:** Please submit this form and supporting documentation in your Self-Service Portal (<https://selfservice.wittenberg.edu/>)
- **New Incoming Students:** Please submit this form and supporting documentation in your Wittenberg Application portal (<https://apply.wittenberg.edu/portal/admit>)

 INTERNAL OFFICE USE ONLY:

Date Reviewed/Completed:

Staff Member: