WITTENBERG UNIVERSITY
Student Financial Services

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Request for Review

Special Circumstance Appeal — Academic Year 2026–2027

Your financial aid award is based on the household and financial information reported on your FAFSA — usually from tax information filed the year before. If your family's financial situation has changed significantly since then, in a way the FAFSA doesn't capture, we may be able to adjust your award to better reflect where things stand now.

This form is for financial special circumstances. If your situation involves being unable to provide parent information on the FAFSA because contact with a parent isn't safe or possible, that's a different process (dependency override) — contact our office before completing this form.

- Submitting this form does not guarantee a FAFSA adjustment or additional aid — every request is reviewed individually, based on the documentation provided.
- Reviews are subject to federal regulations, institutional policy, and available funding.
- We can only review complete submissions. If you're missing something or aren't sure what applies to you, contact us first — we're glad to help before you submit.

Step 1 — Gather Your Documentation

- A typed, signed, and dated one-page statement describing your circumstance.
- Signed 2025 federal tax returns, with all schedules, for the student, spouse (if married), and parent(s) (if dependent).
- Income verification matching your situation — W-2s, final pay stubs, 1099s, a severance letter, or similar, as listed for your circumstance in Step 2.
- Any additional documentation listed for your specific circumstance in Step 2 (next page).

Student Information

Student Legal Name ____________ Witt ID or SSN ____________

Certification & Signatures

By signing below (typing your full legal name constitutes an electronic signature for this form), I certify that the information provided in this Request for Review, including all attachments, is true and complete to the best of my knowledge.

Student Signature ____________ Date ____________

Spouse Signature *(required if married)* ____________ Date ____________

Parent Signature *(required if dependent)* ____________ Date ____________

Select Your Circumstance(s)

Check every circumstance below that applies, and to whom. Include the listed documentation for each one you check. On the next page, complete only the matching financial detail block(s) — leave the rest blank.

Before you check a box — a few things generally don't qualify on their own:

- Ordinary credit card, consumer, or student loan debt; voluntarily reducing work hours or leaving a job by choice.
- The cost of a sibling attending a private K–12 school; anticipated expenses that haven't happened yet.

Student Name ____________ Witt ID or SSN ____________

1. Divorce or Separation

Applies to: ☐ Student ☐ Parent

Not reflected on your 2026–27 FAFSA.
Documentation: Court documents/decree, or proof of separate households (e.g., rental agreement, utility bill).

2. Marriage

Applies to: ☐ Student ☐ Parent

Not reflected on your 2026–27 FAFSA.
Documentation: Copy of marriage certificate.

3. Death

Applies to: ☐ Spouse ☐ Parent

Occurred after your FAFSA was filed.
Documentation: Death certificate or official obituary.

4. Involuntary Separation / Termination

Applies to: ☐ Student ☐ Spouse ☐ Parent

Job loss not by choice. Also complete the Income Projection Worksheet on the next page.
Documentation: Employer letter with last date of employment, year-to-date earnings, last 3 pay stubs, and any unemployment, severance, or retirement/401(k) distribution documentation.

5. Loss of Benefits

Applies to: ☐ Student ☐ Spouse ☐ Parent

Child support or alimony that has ended.
Documentation: Termination documentation and records of benefits received year-to-date.

6. One-Time Income Distribution / Capital Gain

Applies to: ☐ Student ☐ Spouse ☐ Parent

A payment that inflated FAFSA income but won't recur.
Documentation: Documentation of the payment and a written explanation of how it was used.

7. Extraordinary Paid Medical Expenses

Applies to: ☐ Student ☐ Spouse ☐ Parent

Unreimbursed medical/dental expenses exceeding 11% of household AGI. (AGI is line 11 of Form 1040.)
Documentation: Written explanation and proof of payments not covered by insurance.

8. Other Circumstance Not Listed

Applies to: ☐ Student ☐ Spouse ☐ Parent

A significant, documentable financial change not covered above.
Documentation: Documentation supporting the circumstance.

Financial Details

Complete only the section(s) below that match what you checked in Step 2. Leave the rest blank — you don't need to fill in every box, only the ones that reflect your circumstance.

Income Projection Worksheet

Complete this section only if you checked Involuntary Separation / Termination in Step 2. Using your last pay stub, project what each affected person's income will actually be for the year — actual earnings through the last day worked, plus any replacement income. Fill in a column only for the person(s) who lost income; leave the others blank.

	Parent 1	Parent 2	Student	Spouse
Last date of employment				
Actual earnings year-to-date (per last pay stub)				
Anticipated new earnings, if reemployed this year				
Unemployment insurance — weekly amount				
Unemployment insurance — weeks anticipated				
Severance received (lump sum or continuing)				
401(k) / retirement distribution taken				
Other replacement income				
Total projected 2026 income (optional — we can help calculate this)				

All Other Circumstances

These circumstances don't require the projection worksheet above — just the details below for whichever one(s) apply.

Divorce / Separation

Date of separation

New monthly household income

Death

Date of death

Annual income no longer received

One-Time Income / Capital Gain

Amount received

Date received

How funds were used

Marriage

Date of marriage

Spouse's annual income

Loss of Benefits

Type of benefit that ended

Date benefit ended

Annual amount lost

Extraordinary Medical Expenses

Total unreimbursed medical expenses (2025)

Household AGI (Form 1040, line 11)

Other Circumstance

Brief description

Estimated financial impact

How to Submit

Current Wittenberg students

Submit this form and your documentation through the SelfService Portal (selfservice.wittenberg.edu).

New and incoming students

Submit this form and your documentation through the Wittenberg Application Portal (apply.wittenberg.edu).

Not sure which portal applies to you, or which one a document you were sent a link for belongs to? Email studentfinancialservices@wittenberg.edu and we'll point you to the right place.

Because every situation is reviewed individually, appeals take time. Submit as early as you can after the change occurs, and expect about 2 weeks for a decision once your file is complete.

Questions before you submit? Contact Student Financial Services at studentfinancialservices@wittenberg.edu or 937.327.7321 — we're glad to talk it through first.

Quick Reference

Where to find your AGI

Adjusted Gross Income (AGI) is line 11 of IRS Form 1040.

What generally doesn't qualify as a special circumstance

- Ordinary credit card, consumer, or student loan debt.
- Voluntarily reducing work hours or leaving a job by choice.
- The cost of a sibling attending a private K–12 school.
- Anticipated future expenses that haven't yet occurred.
- Disagreement with your Student Aid Index without an actual documented change.

FOR OFFICE USE ONLY

Date Reviewed

Staff Member