



Special Circumstance Form

Student's Full Name Email Address Telephone Number GSW ID

Spouse's Full Name (If Married) Is your spouse also a student at GSW? Yes No

Semester/Year of Appeal (check one): Spring 2019 Year 2019-20 Fall 2019 Spring 2020

Federal student aid law and regulations requires your 2017 calendar year income to be used to assess your ability to contribute to your education for the 2019-2020 Award Year. If you/your spouse or parents's expected 2019 income is substantially less than it was in 2017 due to special circumstances, we may be able to use your estimated 2019 income to reevaluate eligibility for Federal Student Aid. You may request consideration by completing this form and providing all required documentation.

- A. Signed Explanation of Special Circumstances
- B. Check any boxes that apply.

Loss of Employment:

Documents Required:

- A 2017 Tax Transcript, if you did not use the IRS Data Retrieval Tool.
- Copy of all 2018 W2s.
- Letter from the employer, reflecting the date employment ended.
- Copy of your, your spouse, or parents' last pay stub showing year to date earnings.
- If applicable, please include documentation of unemployment compensation or taxable social security benefits.

Decrease in Salary/Wages:

Documents Required:

- A 2017 Tax Transcript, if you did not use the IRS Data Retrieval Tool.
- Copy of all 2018 W2s.
- Copy of your, your spouse or parents' last pay stub showing year to date earnings.
- If applicable, please include documentation of unemployment compensation.

Receipt of one-time funds/income:

Documents Required:

- Document the amount and source of income.
 - Signed statement should include how the funds were spent.
 - Copy of letter from employer confirming any overtime or bonus pay as one-time.
 - 1099R or 1099G for retirement rollover.
- Examples include: capital gain, inheritance, bonus, moving expense allowance, retirement distribution, etc.

Illness, Divorce, or Death of a Spouse or Parent:

Documents Required:

- Letter from physician detailing the illness and dates of hospitalization.
- Copy of divorce decree
- Copy of the death certificate or newspaper obituary.

Other Extenuating Circumstance:

Documents Required:

- Signed statement explaining the unusual circumstance.
- Examples include: receipts, bank statements, and additional documentation specific to your claim.

C. The Income source should be for your specified spouse or parent.

Income Sources January 1, 2019-December 31, 2019	Actual Income January 1, 2019- Today	Estimated Income Tomorrow- December 31, 2019	Total Actual and Estimated Income 2019
Student gross income from work (wages, salaries, tips, net business/farm)	\$	\$	\$
Spouse or parent gross income from work (wages, salaries, tips, net business/farm)	\$	\$	\$
Student other taxable income (dividends, interest, pensions, annuities, alimony, unemployment compensation, capital gains, etc.) List Source _____	\$	\$	\$
Spouse or parent other taxable income (dividends, interest, pensions, annuities, alimony, unemployment compensation, capital gains, etc.) List Source _____	\$	\$	\$
In-Kind support on FAFSA: (eg. clergy, military, house, or bills paid on your behalf)	\$	\$	\$
Student other untaxed income (VA disability, welfare benefits, workers compensation, payments to IRA/401K's, housing, etc.) Source: _____	\$	\$	\$
Spouse or parent other untaxed income (VA disability, welfare benefits, workers compensation, payments to IRA/401K's, housing, etc.) Source: _____	\$	\$	\$

Total Income For 2019: \$ _____ \$ _____ \$ _____

Important Notes:

- The submission of incomplete or unsigned document (s) will delay processing.
- All required documentation must be received in order to complete the process. Any file left incomplete for more than 30 days will become inactive.
- Correspondence from OSFA will be sent to you via email from finaid@gsw.edu, including any requests to complete and sign documentation. Document (s) submitted to OSFA will NOT be returned to you.
- Please allow two business days to check your RAIN account and confirm receipt.
- **Mortgage payments, car payments, credit card payments, voluntary unemployment, and other lifestyle choices cannot be considered when adjusting financial aid.**

During peak processing times (June-September) please allow three weeks for processing.

D. Certification Statement	
I certify that the information I am providing is true, complete, and correct to the best of my knowledge. Both parent and student agree to notify the Office of Student Financial Aid if the circumstance described in the appeal changes, if employment is obtained, or other sources of income are found. I understand the decision of the appeal will be emailed to my GSW radar account.	
Student's Signature: _____	Date: _____
Parent's Signature: _____	Date: _____

Internal Use Only	
Review Date:	OSFA Initials:
Decision Comments:	

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