

**Request for Review of Special Circumstances**

**2024-2025**



**NAME:** \_\_\_\_\_ **OBU ID:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

Complete this form if the income reported on your FAFSA (from two years prior) has significantly changed, and you would like the Financial Aid Office to review for a possible professional judgement adjustment to your FAFSA. Supporting documentation must be attached. All requests will be reviewed, but additional aid is not guaranteed.

**REASONS FOR REQUEST:**

\_\_\_\_\_ **LOSS OR CHANGE IN EMPLOYMENT**

*Required documentation:*

- Letter explaining your circumstances
- Termination notice or documentation of last day with former employer
- Notice of severance package
- Notice of unemployment benefits
- Employee's year to date paystub from former employer
- Documentation of 3 months of your current income – paystubs from current employer
- Most recent federal tax return (from 2023)

\_\_\_\_\_ **PARENT RETIRED**

*Required documentation:*

- Letter explaining your circumstances
- Copy of your 2023 federal tax return or tax transcript
- Documentation of all monthly income including retirement income

\_\_\_\_\_ **SEPARATION / DIVORCE or DEATH OF FAMILY MEMBER AFTER FAFSA FILED**

*Required documentation:*

- Letter explaining your circumstances
- Copy of 2022 federal tax return or transcript and W-2s (so that we can separate out and only include one income)

\_\_\_\_\_ **ONE TIME SOURCE OF INCOME**

*Required documentation:*

- Letter explaining your circumstances and why non-recurring income is not available for college expenses
- Copy of 2023 federal tax return or transcript
- Documentation to identify the source of the income

\_\_\_\_\_ **OTHER EXTENUATING CIRCUMSTANCE**

*Required documentation:*

- Letter explaining your circumstances
- Any supporting documentation

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE