

Special Circumstances consideration for the 2017-2018 Academic Year

What it means:

When you completed the 2017-2018 Free Application for Federal Student Aid (FAFSA), you provided us your financial situation at the time you completed the form. We recognize that students and families often experience unforeseen circumstances that occur during the year. When appropriate and sufficient documentation is provided, it may be possible to take these circumstances into account to determine if you would be eligible for any additional federal aid. Although families are severely impacted by changes in their situations, these financial changes may not result in an increase of financial aid.

The following are examples of special circumstance situations:

Reduction in employment income for at least ten weeks due to a loss or change of employment.

Complete loss of non-taxable sources of income such as Child-Support, Worker's Compensation Or Veteran's Benefits for at least ten weeks.

Unusual or excessive medical expenses paid (not covered by insurance) that exceeds 10% of the adjusted gross income reported on your 2015 Federal Income Tax Return.

Private elementary or secondary tuition that you will pay for the 2017-2018 school year.

Death of spouse or parent that occurred after you filed your 2017-2018 FAFSA.

Documented separation or divorce of your parents or you and your spouse that occurred after you filed your 2017-2018 FAFSA.

Other significant circumstances that are not included in the above examples may be reviewed. If there is a significant change in the family income and the submitted documentation supports the circumstances. Families will be asked to provide a written explanation of the circumstances.

What you will need to do:

Complete the 2017-2018 Special Circumstances Petition.

Form available online beginning March 15, 2017.

Provide a detailed, but concise explanation of the circumstances including the date of occurrence.

Provide a 2015 Federal Tax Return Transcript for your parent(s) and /or yourself/spouse.

You can request a tax return transcript online at www.irs.gov or by calling 1-800-908-9946. Check Campusnet Financial Aid tab, 16-17 documents to see if your 2015 Federal Tax Return Transcript is already on file (Marked Received) at CSU. You do not need to submit another copy.

Provide a 2016 Federal Tax Return Transcript (generally available 4 to 6 weeks after filing your 1040). Request a tax return transcript online at www.irs.gov or by calling 1-800-908-9946.

Provide copies of your, your spouse's (if applicable) and your parents' 2015 and/or 2016 W'2's.

Complete the appropriate 2017-2018 Federal Verification worksheet.

Gather requested documentation pertaining to your specific circumstance. See below.

Required documentation includes the following:

Loss of employment- Significant reduction to the income reported on my 2017-2018 FAFSA.
Statement from previous employer indicating last day of employment
If receiving unemployment compensation, a copy of your benefits determination and payment summary

Loss of Non-Taxable income:

Written statement from appropriate agency showing loss of benefit and date of termination.

Medical Expenses:

Schedule A of your 2015 1040 Federal Tax Return.

Private Tuition:

A statement on school letterhead, indicating the amount paid/to be paid for the 17-18 school year.
Statement must include the name of the child/children.

Death of Parent or Spouse:

Copy of death certificate

Separation or Divorce:

Copy of legal separation or divorce decree indicating date of separation or divorce.
If not a legal separation, provide documentation of maintaining separate residences for a period of at least six months.

Other circumstances:

Provide a detailed explanation and documentation of the circumstances including the nature of the earnings and how the funds were used.

Please gather all pertinent information between now and March 15th.

You can bring your documentation to Campus411 All-in-1 to sit with a specialist to discuss your situation.

Beginning March 15, 2017 you may download the 2017-2018 Special Circumstance Petition from www.csuohio/financial-aid/forms