

**2020-2021 Off Campus Special Circumstances Review Form**

**Due: March 2<sup>nd</sup>, 2020**

Student Last Name	First Name	Middle Initial	Redlands ID
Street Address	City	State	Zip
			Phone or Cell Phone Number

**NOTE: YOU MUST FILE (OR HAVE FILED) A 2020-2021 FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) BEFORE YOUR APPEAL CAN BE CONSIDERED.**

This request is used to determine your eligibility to move off campus based on a change in financial circumstances during the calendar or academic year. In order to process your request to move off campus, we must verify the original data was reported accurately. If your FAFSA has been selected for Federal verification, you must complete that process before we can review your appeal. Failure to submit required documentation will delay processing of this form. If you need assistance in completing this form, please contact us.

**ALL SPECIAL CIRCUMSTANCES MUST BE EXPLAINED IN WRITING WITH APPROPRIATE SUPPORTING DOCUMENTATION. THE FOLLOWING LIST HIGHLIGHTS APPROPRIATE DOCUMENTATION FOR EACH CASE. PLEASE GIVE SPECIFIC DATES AND REASONS AS TO WHEN AND WHY CHANGES OCCURRED AND LIST EVENTS IN CHRONOLOGICAL ORDER.**

**LOSS OF EMPLOYMENT** – Student/Parent was working during 2018, but is now working fewer hours or is unemployed.  
**PLEASE NOTE:** We will not review a special circumstance due to loss of employment unless 3 months have passed since the last date of employment.

<ul style="list-style-type: none"> <li>✓ Include letter explaining change in circumstances</li> <li>✓ Include last check stub(s) from previous employer</li> <li>✓ Include letter from previous employer stating date of termination</li> </ul>	<ul style="list-style-type: none"> <li>✓ Include benefit or denial letter from employment</li> <li>✓ Include a signed copy of your 2018 and 2019 1040 and W-2s</li> <li>✓ Include the latest statement of unemployment benefits received</li> </ul>
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**DEDUCTION OF ONE-TIME PAYMENT** – Student/Parent received a ONE-TIME PAYMENT (pension, IRA, annuities, gambling winnings, settlement, capital gains, etc.)

<ul style="list-style-type: none"> <li>✓ Include letter explaining change in circumstances</li> <li>✓ Include explanation of how one-time payment was spent</li> </ul>	<ul style="list-style-type: none"> <li>✓ Include a signed copy of your 2018 and 2019 1040 and W-2s</li> <li>✓ Include verification of the amount of the one-time payment</li> </ul>
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**SEPARATION OR DIVORCE** – Parent/Student filed 2018 joint return, but has since separated or divorced.

<ul style="list-style-type: none"> <li>✓ Include letter explaining change in circumstances</li> <li>✓ Include documentation verifying separation or divorce (attorney letter, court documentation, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Include a signed copy of your 2018 1040 and W-2s</li> </ul>
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**DEATH OF A PARENT** – Parent passed away after the FAFSA was filed.

<ul style="list-style-type: none"> <li>✓ Include letter explaining change in circumstances</li> <li>✓ Include copy of Death Certificate</li> <li>✓ If joint return was filed, include documentation to show separate sources of income</li> </ul>	<ul style="list-style-type: none"> <li>✓ Include statement of death benefits received (amounts and duration)</li> <li>✓ Include a signed copy of your 2018 and 2019 1040 and W-2s</li> </ul>
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**UNUSUAL MEDICAL/DENTAL EXPENSES** – Student/Parent has unusual medical/dental expenses not covered by insurance, or Dependent/Elderly Care expenses.

<ul style="list-style-type: none"> <li>✓ Include letter explaining change in circumstances</li> <li>✓ Include copy of bill(s) AND receipt(s) of unreimbursed payments</li> </ul>	<ul style="list-style-type: none"> <li>✓ Include a signed copy of your 2018 and 2019 1040 and W2s.</li> <li>✓ Include detailed breakdown of expenses (elderly care, medical, etc.) &amp; Schedule A of taxes if filed</li> </ul>
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**OTHER UNUSUAL CIRCUMSTANCES** – Student/Parent has other unusual circumstances not reflected in the FAFSA. The financial aid office can only consider adjustments to financial aid application data, so include as much numerical data as possible to explain your circumstance.

- ✓ Include letter explaining change in circumstances
- ✓ Include a signed copy of your 2018 and 2019 1040 and W-2s

