The Financial Aid Office recognizes that situations occur which may affect a student's eligibility for federal need-based aid. Through the use of professional judgment, we may make adjustments on a case-by-case basis to a student's FAFSA provided supporting documentation substantiates the request. Adequate documentation must be provided to substantiate the request (HEA Sec. 479A (a)).

Prior to submitting your requests please consider the following:

- Allow a minimum of ten working days for the completion of the process upon receipt of all documentation requested.
- Any documentation requested is necessary and must be submitted for evaluation so that each request may be considered fairly and consistently.
- If your request is approved we cannot approve an identical case in future years. You may not re-appeal for the same academic year unless the decision is pending and you are asked to submit more information.
- Your Federal Financial Aid will be placed on hold until the process is completed.

For consideration of your special circumstance, please complete the following steps.
1. Place a check in the box beside any situation that may apply as listed below and submit the required documentation. Be sure your name and Washburn ID number are on each document you submit.
2. Provide a brief description explaining your special circumstance.

- Unemployment or change in employment
  o Submit letter from employer, termination letter or DD214, final pay stub with year to date summary (including gross wages) and 2014 federal tax transcript.

- Marital status change
  o Submit divorce decree/separation agreement if legally separated or marriage certificate if married since you have completed the FAFSA. Submit 2014 federal tax transcript and all W-2's. (In cases of separation, you do not have to be legally separated to apply.)

- Death of student's parent or spouse
  o Submit documentation such as death certificate or obituary. Provide 2014 federal tax transcript, and all W-2's.

- Disability of student, student's parent or spouse resulting in change on FAFSA
  o Submit documentation from Vocational Rehabilitation, SRS, or other agency and 2014 federal tax transcript.

- Loss of benefit (e.g., loss of social security benefits or child support because the Child turned 18.):
  o Submit letter from Social Security Administration, or Form 1099 for 2014, or divorce decree that indicates when child support ends and 2014 federal tax transcript.

- Received one-time income distribution (e.g., inheritance, moving expense allowance, back year social security payments, or IRA or pension distribution):
  o Provide documentation to identify the source of income and 2014 federal tax transcript.

- A family maintains two households (generally temporarily) because of employment changes.
  o Provide proof of utility bills and/or landlord's statement, second household maintenance, i.e. a mortgage, lease, bills, and 2014 federal tax transcript.
A family incurs medical expenses not covered by insurance.
  o You must submit your 2014 federal tax transcript. If you took the standard deduction and did not itemize (Schedule A), submit copies of canceled checks and/or statements showing expenses that were paid in 2014. Do not include any premiums paid for your medical insurance. Request will not be processed until 2014 tax transcripts are provided.

Parent(s) enrolled at least 1/2 time in a post-secondary school for the 2015-2016 school year in a program leading to a degree or certificate.
  o Attach a copy of class schedule and paid tuition receipt with this form.

A family has tuition payments at a private elementary or secondary school for children considered part of the household.
  o Submit copies of paid tuition bills or a paid receipt from the school(s) for 2014 and 2014 federal tax transcript.

Dependent care costs paid for the care of a dependent family member. Such as care for a child with special needs or a disabled or elderly family member.
  o Submit copies of costs for their care or itemized statement of expenses and 2014 federal tax transcript.

To obtain an IRS tax return transcript, go to www.IRS.gov and click on the “Order a Return or Account Transcript” link, or call 1-800-908-9946. Make sure to request the “IRS tax return transcript” and not the “IRS tax account transcript.” You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when your 2014 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you are married and you and your spouse filed separate 2014 tax returns, you must submit tax return transcripts for both you and your spouse.

A brief description explaining your circumstances:

________________________________________________________________________________
________________________________________________________________________________
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________________________________________________________________________________

I certify that the information provided by me is true and complete to the best of my knowledge. I understand that if I receive financial aid based on incorrect information I will have to pay it back. I also understand that if I purposely give false or misleading information, I may be fined, sent to prison, or both.

Student Signature ___________________________ Date __________

Phone Number ___________________________ Email ___________________________

Printed Name of Parent ___________________________ Signature of Parent* ___________________________

Required if parental information is being appealed

FOR FAO USE ONLY

☐ Approved  ☐ Denied  Notes: