

2021-2022 Special Conditions Form

Student's Last Name Student's First Name Student's M.I.

Stevenson University I.D. #

Student's Preferred Phone Number (include area code)

Student's Date of Birth

Parent's Name

email address

Parent's Preferred Phone Number (include area code)

The Special Conditions Form is for families who have experienced extenuating circumstances that may not be accurately reflected in the information provided on the FAFSA. If approved, your financial aid eligibility will be determined by calculating either your real income for 2020 or your projected annual income for 2021. Before your request can be considered, a processed 2021-2022 Free Application for Federal Student Aid (FAFSA) **must** be on file with Stevenson University.

If the FAFSA has provided you with an Expected Family Contribution of \$0, you are **NOT ELIGIBLE** for a Special Conditions.

PLEASE BE ADVISED:

- **You are responsible for payment regardless of your request for a Special Conditions.**
- **Special Conditions do *not* guarantee an increase to the financial aid.**
- **Your institutional aid may not be increased as a result of this appeal process.**
- **The decision of this Special Conditions process is final; there is no appeal process to the Department of Education**

Please provide all of the requested documentation. Each request is evaluated on a case-by case basis. Because of the individualized nature of these requests, we may need to request additional information. If we do, we will contact you via email. **All** communications regarding approval, denial or requests for additional information will be directed to the student's Stevenson University email address.

I certify, that all required documents must be submitted prior to reviewing my request for Special Conditions. Due to the complexity of Special Conditions Appeals, please allow 3-4 weeks for processing once our office has received all required documentation.

Student's Signature

Date

Parent's Signature (required if student is dependent)

Date

REASON FOR YOUR SPECIAL CONDITIONS

Check all the conditions below that describe your situation and **attach the required documentation**. Please note that the reason for a Special Conditions is not limited to those listed below. Please contact us directly if you have questions regarding a circumstance that is not listed below.

1. Death of a Parent or Spouse.

- Parent or spouse of student died **after filing the 2021-2022 FAFSA**.
- Attach** a copy of the death certificate.

2. Separation of a Parent or Spouse.

- Parents have separated or a married independent student has separated, **after filing the 2021-2022 FAFSA**.
- Attach** a copy of the legal separation agreement and/or official letter from attorney stating when legal proceedings will begin or proof of separate residence.

3. Loss of Untaxed Income.

- Untaxed income received in **2019** has ceased or has been reduced by 20% or more (i.e. child support, disability pay, combat pay, workers compensation or other).
- Attach** supporting documentation of termination of benefits or date of change. (i.e. court document, Social security Administration letter, dept. of Social Services letter, DD-214).

4. Permanent and Total Disability.

- Parent, student or student's spouse suffered permanent and total disability after January 1, **2020**.
- Attach** a signed letter from a physician stating the extent and duration of disability.
- Attach** documentation of year-to-date income.
- Attach** a Disability Benefit Statement from the Social Security Administration.

5. Reduction of Income.

- Parents of dependent student or an independent student (and spouse, if married) *have a loss of employment of at last 6 months* OR experience a 20% or more reduction in annual income since 2019 because of job loss or reduction in pay/hours.
- Attach** a copy of termination notice from employer or letter of resignation.
- Attach** a copy of your last pay stub from all employers showing year-to-date earning.
- Attach** a copy of any most recent pay stubs from all current jobs for parent, student or student's spouse.
- Attach** a copy of benefit statement from Unemployment Administration showing monthly benefit or denial of benefits.
- Attach** a copy of retirement distribution or statement.

