

## Financial Aid Special Circumstances Form 2024-2025

Student's Name \_\_\_\_\_  
(Please Print)

Date \_\_\_\_\_

SS# or G# \_\_\_\_\_

Semester/Year \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Please outline any special circumstances which you feel impact your Financial Aid eligibility. Please keep in mind there are strict regulations regarding the adjustment of financial aid eligibility based on special circumstances. Please email all documents including this form to the RVCC Financial Aid Director – [Lenny.mesonas@raritanval.edu](mailto:Lenny.mesonas@raritanval.edu)

The following is a description of special circumstances that have an effect on my financial aid status:

<input type="checkbox"/> Unemployment or change in employment	<input type="checkbox"/> Separation or Divorce
<input type="checkbox"/> Death of Parent or Spouse	<input type="checkbox"/> Disability
<input type="checkbox"/> One Time Income	<input type="checkbox"/> Loss of taxable or untaxed benefits
<input type="checkbox"/> Un-reimbursed Medical Expenses	<input type="checkbox"/> Other circumstances not described as above

What year did your Income change?  2023  2024  2025

Who did this change occur for?  Student  Spouse  Parent

\*Please see the back of this form to determine what documentation you will need to submit based on your situation. **A typed statement describing your circumstance (please sign and date your statement) with supporting documentation is required before your appeal can be reviewed.** Please be aware that it can take up to 8 weeks for your appeal to be reviewed.

I understand that I may need to meet with a Financial Aid Staff Member and/or provide additional documentation in order to evaluate my special circumstances.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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### FOR OFFICE US ONLY

APPROVED  No Action  DENIED

Comments \_\_\_\_\_

FA Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

## 2024-25 GUIDELINES FOR SPECIAL CIRCUMSTANCES

CATEGORY	CONDITION	Please submit the documentation listed below along with a typed statement that includes dates and explains the changes in your employment history from Jan 1 <sup>st</sup> , 2023 to present
<b>Unemployment or Change in Employment</b>	<p>You, your spouse or a parent who earned money in 2022 has lost his or her job in 2023, 2024 or 2025.</p> <p>You, your spouse or a parent who worked full time in 2022 is not working full time now.</p>	<ul style="list-style-type: none"> <li>• Household Verification Worksheet</li> <li>• 2023 Federal Tax Return or Transcript from year of loss of income (if applicable) or:</li> <li>• All sources of Income for 2024 or 2025 including most recent pay stub, unemployment stub, or if available W-2 from all employers (if applicable)</li> </ul>
<b>Separation or Divorce</b>	You or your parents have Separated or divorced after you filed the FAFSA.	<ul style="list-style-type: none"> <li>• Proof of Divorce or Separate address, such as recent utility bills</li> <li>• Letter of explanation giving dates and details as to disposition of assets, etc.</li> <li>• Verification Documents</li> </ul>
<b>Death</b>	Your spouse or parent who Worked in 2022 has died.	<ul style="list-style-type: none"> <li>• Death certificate</li> <li>• Documentation of the deceased earnings if applicable</li> <li>• Documentation of any death benefits</li> <li>• Verification documents</li> </ul>
<b>Disability</b>	You, your spouse or a parent has been unable to earn money in the usual way due to disability.	<ul style="list-style-type: none"> <li>• A typed statement with dates explaining how disability affected income</li> <li>• Documentation of earnings in 2023, 2024 or 2025 before disability</li> <li>• Documentation of earnings after disability</li> <li>• Verification documents</li> </ul>
<b>One-time Income</b>	You, your spouse or a parent received income in 2022, which cannot reasonably be expected to receive in 2023, 2024 or 2025.	<ul style="list-style-type: none"> <li>• Documentation of the one-time income</li> <li>• Verification documents</li> </ul>
<b>Loss of taxable or untaxed income</b>	You, your spouse or a parent who received unemployment benefits or some untaxed income or benefit in 2022 has lost that income in 2023, 2024 or 2025.	<ul style="list-style-type: none"> <li>• Documentation that the benefit was terminated and documentation of the benefit amount in 2023, 2024 or 2025</li> <li>• Verification Documents</li> </ul>
<b>Un-reimbursed Medical Expenses</b>	You or your parents <b>PAID</b> Medical/dental bills in 2023,2024 or 2025, not covered by insurance.	<ul style="list-style-type: none"> <li>• Schedule A of your 2023, 2024 or 2025 tax return</li> <li>• Proof of Payment</li> <li>• Verification Documents</li> </ul>

*\*Verification documents refer to Income and Household size information that the student (and parent) will need to provide. Some of this information may have already be verified when you completed your FAFSA. FA office staff will determine which documents will be need to be collected.\**