



Special circumstances may be taken into consideration when awarding or re-evaluating your 2018-2019 Financial Aid.

Because these circumstances are unique and require an in-depth, individualized review by a member of the Crown College Financial Aid Team, the review process can take several weeks to complete. See Page 2 for Timeline.

<i>What is a Special Circumstance?</i>	<i>What is not a Special Circumstance?</i>
A Special Circumstance is an unusual financial situation that may not be accurately captured by your 2018-2019 FAFSA.	Costs associated with <u>lifestyle choices</u> , <u>consumer indebtedness</u> (house payments, car expenses, living without roommates, credit card debt, etc.) or <u>bankruptcy</u> cannot be covered by need-based financial aid and cannot be used to review eligibility for financial aid.

Student Information

Last Name First Name M.I.

Social Security Number or Student ID #

Address (include apt. no.)

Date of Birth

City State ZIP code

Phone Number

Special Circumstances

What is your Special Circumstance? Check all that apply (Additional information may be requested)

- Unemployment or change in employment
- One-time (non-recurring) Income in 2016

Name of Person with Status Change

Dollar Amount

Relationship to Student

Source of one-time income

Effective Date

Current status of one-time income

- Rollover (Untaxed Pension or Untaxed IRA Distribution)
- Divorce or Separation

Dollar Amount

Effective Date

Provide a signed copy of 2016 Income Tax Return.

- Elementary and/or Secondary Tuition Expenses (Note: college tuition cannot be included)

List the members in your household (those included in the family size on your FAFSA) and the amount you will provide for their education expenses during 2018. Attach an additional page if necessary.

Include copies of tuition statements for each student listed.

Full Name of Family Member	Age	Relationship to Student	Elementary Tuition	Secondary Tuition

For Medical or Dental Expenses:

Include expenses that are paid out-of-pocket with post-tax dollars in 2016 OR 2017 OR 2018.

Do Not Include expenses that have not been paid, have been paid by insurance, or have been paid by a Health Savings Account (HSA) or flexible spending account.

Medical or Dental Expenses

Dollar Amount

Name of Person who Paid Expenses

Relationship to Student

Death of Parent or Spouse (Provide a copy of an obituary or death certificate)

Name of Deceased

Relationship to Student

Effective Date

Other: Provide a detailed description of your circumstance. (Attach additional paper if needed)

Timeline

- This form will be reviewed within 2 weeks of receipt.
NOTE: If your FAFSA is selected for verification, the verification process must be completed before the Special Circumstances Form can be evaluated. This form will be reviewed within 2 weeks of completion of the verification process.
- An email response will be sent after our review of this form. Our response may include:
1. The outcome of the review OR
2. A request for more information.
If more information is required, you will receive another response from our office indicating the outcome of our review within 3 weeks of receipt of the additional documentation.

Signature(s)

By signing this worksheet, I (we) certify that all the information reported to qualify for student aid is complete and correct.

Student Name (required)

Signature (required) Date

Parent/Spouse Name (if applicable)

Signature (required) Date