

## 2021-2022 Special Circumstances Appeal Independent Student

The Financial Aid Office recognizes that students may experience a change in their financial situations after the Free Application for Federal Student Aid (FAFSA) has been filed. You should complete this form only if you or your family have experienced a significant change in income, have unusual medical or dental expenses, or have other unusual circumstances and wish to request special consideration of these items.

### A. Student Information

			B# _____
Last Name	First Name	M.I.	Student ID

### B. Required Documentation

The chart below shows which documentation must be submitted to demonstrate special circumstances. If for any reason the required documentation is not available, include a written explanation of why it is not available.

<b>Loss of Income – Student and/or Spouse</b>	<ol style="list-style-type: none"> <li>1. Typed, signed letter explaining the change in circumstances. Include when the change occurred and your current financial situation.</li> <li>2. Letter of termination.</li> <li>3. Unemployment determination letter.</li> <li>4. Final paystub.</li> <li>5. Signed copy of 2019 Form 1040 filed with the IRS or 2019 IRS Tax Transcript, if not already submitted during the verification process.</li> <li>6. Signed copy of 2020 Form 1040 filed with the IRS or 2020 IRS Tax Transcript.</li> </ol>
<b>Reduction of Income – Student and/or Spouse</b>	<ol style="list-style-type: none"> <li>1. Typed, signed letter explaining the change in circumstances. Include when the change occurred and your current financial situation.</li> <li>2. All current paystubs.</li> <li>3. Signed copy of 2019 Form 1040 filed with the IRS or 2019 IRS Tax Transcript, if not already submitted during the verification process.</li> <li>4. Signed copy of 2020 Form 1040 filed with the IRS or 2020 IRS Tax Transcript.</li> </ol>

<p><b>Change in Marital Status</b></p>	<ol style="list-style-type: none"> <li>1. Typed, signed letter explaining the change in circumstances. Include when the change occurred and your current financial situation.</li> <li>2. Divorce decree or separation agreement.</li> <li>3. Child support or alimony agreement.</li> <li>4. All current paystubs.</li> <li>5. Signed copy of 2019 Form 1040 filed with the IRS or 2019 IRS Tax Transcript, if not already submitted during the verification process.</li> <li>6. Signed copy of 2020 Form 1040 filed with the IRS or 2020 IRS Tax Transcript.</li> <li>7. All W-2s for 2019 and 2020 if you a filed joint return.</li> </ol>
<p><b>Excessive Medical Expenses – Exceeds 11% of your income. Cannot include charges covered by insurance.</b></p>	<ol style="list-style-type: none"> <li>1. Typed, signed letter explaining the change in circumstances. Include when the change occurred and your current financial situation.</li> <li>2. Documentation of medical expenses.</li> <li>3. Signed copy of 2019 Form 1040 filed with the IRS or 2019 IRS Tax Transcript, if not already submitted during the verification process.</li> <li>4. Signed copy of 2020 Form 1040 filed with the IRS or 2020 IRS Tax Transcript.</li> </ol>
<p><b>Death of Spouse</b></p>	<ol style="list-style-type: none"> <li>1. Typed, signed letter explaining the change in circumstances. Include when the change occurred and your current financial situation.</li> <li>2. Signed copy of 2019 Form 1040 filed with the IRS or 2019 IRS Tax Transcript, if not already submitted during the verification process.</li> <li>3. Signed copy of 2020 Form 1040 filed with the IRS or 2020 IRS Tax Transcript.</li> <li>4. Death certificate.</li> <li>5. Documentation regarding any proceeds you have received or expect to receive from your spouse’s estate, including inheritance, insurance, pensions, Social Security, etc.</li> </ol>
<p><b>Loss of Untaxed Income</b></p>	<ol style="list-style-type: none"> <li>1. Typed, signed letter explaining the change in circumstances. Include when the change occurred and your current financial situation.</li> <li>2. Official documentation terminating the untaxed income.</li> <li>3. Signed copy of 2019 Form 1040 filed with the IRS or 2019 IRS Tax Transcript, if not already submitted during the verification process.</li> <li>4. Signed copy of 2020 Form 1040 filed with the IRS or 2020 IRS Tax Transcript.</li> </ol>
<p><b>One Time Income – Inheritance, lottery income, IRA or pension distribution, moving expenses allowance</b></p>	<ol style="list-style-type: none"> <li>1. Typed, signed letter explaining the change in circumstances. Include when the change occurred and your current financial situation.</li> <li>2. Corresponding documentation.</li> <li>3. Signed copy of 2019 Form 1040 filed with the IRS or 2019 IRS Tax Transcript, if not already submitted during the verification process.</li> <li>4. Signed copy of 2020 Form 1040 filed with the IRS or 2020 IRS Tax Transcript.</li> </ol>

<b>Other</b>	<ol style="list-style-type: none"> <li>1. Typed, signed letter explaining the change in circumstances. Include when the change occurred and your current financial situation.</li> <li>2. Corresponding documentation.</li> <li>3. Signed copy of 2019 Form 1040 filed with the IRS or 2019 IRS Tax Transcript, if not already submitted during the verification process.</li> <li>4. Signed copy of 2020 Form 1040 filed with the IRS or 2020 IRS Tax Transcript.</li> </ol>
--------------	---

### C. Estimated Income for Calendar Year 2021

Type of Income	Student	Spouse
Income from Work (wages, salary, tips, severance pay, etc.)		
Other Taxable Income (unemployment, pension etc.)		
Untaxed Social Security Benefits		
Child Support/Alimony Received		
In kind support from family or friends (someone paying bills in your name)		
<b>TOTAL</b>		

### D. Household Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children or spouse’s children, if any, if you or your spouse will provide more than half of the children’s support from July 1, 2021, through June 30, 2022, even if the child does not live with you.
- Other people if they now live with you and you provide more than half of the other person’s support and will continue to provide more than half of that person’s support through June 30, 2022.

Full Name	Age	Relationship	College <i>(Enter only if household member will be attending at least ½ time)</i>	Will be Enrolled at Least ½ Time
		Self	Eastern Florida State College	Yes

## E. Certification and Signature

By signing below I certify that all of the information reported is complete and correct.

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

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

Can be signed electronically if submitted via Financial Aid Document Upload Tool in myEFSC.

\_\_\_\_\_  
Date

## C. Document Submission

You may submit this document by the following methods:

### 1. FINANCIAL AID DOCUMENT UPLOAD TOOL (RECOMMENDED)

Complete and sign this document, scan, and upload using the **Financial Aid Document Upload Tool** in **myEFSC** under *Financial Aid Forms & Upload*.

### 2. BY MAIL

Mail your document to the Office of Financial Aid at:

Eastern Florida State College  
Financial Aid Office  
Building 2, Room 209 1519  
Clearlake Road Cocoa, FL  
32922

### 3. IN-PERSON

Please visit [easternflorida.edu/go/aidcontacts](http://easternflorida.edu/go/aidcontacts) for current hours and availability.

## QUESTIONS?

Financial Aid Specialists are available by phone at 321-433-7339 and via e-mail at [finaid@easternflorida.edu](mailto:finaid@easternflorida.edu).

*Eastern Florida State College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information, visit Eastern Florida State College: [easternflorida.edu/go/equity](http://easternflorida.edu/go/equity).*