



## 2025-2026 Special Circumstance Request

Student's Name: \_\_\_\_\_ Program: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The Student Support Services Office recognizes that many families have changes in income or family situations that cannot be reflected in the 2023 tax return(s). Therefore, it is possible for students to appeal their financial aid eligibility if they have unique financial circumstances. If selected for verification by the Department of Education, you must complete verification before submitting this request. Notification of the Student Support Services Office's decision will be sent to your email address. All decisions are final and cannot be appealed to the U.S. Department of Education.

A Special Circumstances Request may be filed if you or your family has extenuating circumstances, which you believe warrant a reevaluation of your financial aid.

Circumstances may include:

- Significant loss income or change of employment since 2023
- Loss or change in untaxed income (child support, Social Security, or other benefits) since 2023
- Divorce or separation of parents or spouse that has taken place after 2025-2026 FAFSA was filed
- Death of parent(s) or spouse
- Unusual medical expenses (not covered by insurance) that you have already paid to the provider
- One-time taxable income used for life changing events (e.g. IRA, pension distribution, back-year Social Security payments)

Circumstances that are NOT considered extenuating include, but are not limited to:

- Standard living expenses (e.g. utilities, credit card payments, children's allowances, etc.)
- Mortgage payments
- Car payments
- Credit card or other personal debts
- Vacation expenses
- All other discretionary expenses

If the student's Estimated Family Contribution (EFC) is already zero (0), the appeal will not be reviewed due to the fact that the student is already eligible for the maximum federal financial aid available.

All requests should include Tax Return Transcripts for student, spouse (if married filing separately), and parent (if student is dependent) along with W-2s and/or 1099s used to complete the tax return. You may obtain a Tax Return Transcript by going on-line to the [IRS Website](#) or you may call the IRS at 1-800-908-9946 and follow the prompts to request your transcript.

**THIS REQUEST WILL NOT BE CONSIDERED WITHOUT THE REQUIRED SUPPORTING DOCUMENTATION. Failure to provide adequate documentation will result in your request being denied.**

Allow 3 to 4 weeks for processing from the time a complete request package has been submitted. During peak times processing may take longer.

**Submitted documentation will not be returned. Please do not submit originals.** Submission of this form with your signature verifies that you have read the procedures above and below and that all your statements are true and accurate.

Cuyahoga Valley Career Center  
Attn: Claudette Knestrick, Student Support Services  
8001 Brecksville Road  
Brecksville, OH 44141

Student's Name: \_\_\_\_\_ Program: \_\_\_\_\_

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**STEP ONE: CHECK APPROPRIATE REASON FOR YOUR REQUEST**

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\_\_\_\_\_ **Significant Loss of Income/Loss of employment for at least 4 months  
(Student, Parent(s) Spouse)**

**Required Documentation**

- Special Circumstances Request form
- Verification Worksheet
- Signed/dated detailed letter explaining your circumstances
- 2023 Tax Return Transcript from [IRS website](#) for student, spouse (if married filing separately), and parents (if dependent)
- W-2s for student, spouse (if married filing separately), and parents (if dependent)
- Letter from former employer(s) stating the last date of employment
- Copy of unemployment compensation letter or signed statement that you did not or will not receive unemployment benefits
- Copy of last pay stub(s) from former employer(s) and current employer(s), if applicable
- Copy of DD214 if request is due to discharge from active military duty

**May be Applicable**

- Proof of severance package benefits
- Proof of pension income
- Proof of other income (1099, Roth IRA statement)

\_\_\_\_\_ **Death of a parent or spouse (occurred after filing of  
FAFSA)**

**Required Documentation**

- Special Circumstances Request form
- Verification Worksheet
- Signed/dated detailed statement explaining circumstances
- 2023 Tax Return Transcript from [IRS website](#) for student, spouse (if married filing separately), and parents (if dependent).
- W-2s for student, spouse (if married filing separately), and parents (if dependent)
- Copy of death certificate

Student's Name: \_\_\_\_\_ Program: \_\_\_\_\_

\_\_\_\_\_ **Loss of Untaxed Income** (social security, disability, child support, alimony, unemployment, etc.)

**Required Documentation**

- Special Circumstances Request form
- Verification Worksheet
- Signed/dated detailed letter explaining circumstances
- 2023 Tax Return Transcript from [IRS website](#) for student, spouse (if married filing separately), and parents (if dependent)
- W-2s for student, spouse (if married filing separately), and parents (if dependent)
- If benefit terminated, provide documentation of monthly benefit amount and date of benefit termination
- If benefits reduced, provide documentation of original amount, date of reduction and reduced amount

\_\_\_\_\_ **Separation/Divorce of Student or Parent** (occurred after filing of FAFSA)

**Required Documentation**

- Special Circumstances Request form
- Verification Worksheet
- Signed/dated detailed statement explaining circumstances, including income student/parent will receive
- 2023 Tax Return Transcript from [IRS website](#) for student and parents (if dependent)
- W-2s for student and parents (if dependent)
- Copy of legal separation documentation
- Proof of separate households (utility bills, etc.)
- Copy of final divorce decree with attached settlement/mediation agreement

\_\_\_\_\_ **Unusual Out-of-Pocket Medical Expenses** (expenses NOT paid by insurance provider or source other than the student)

**Required Documentation**

- Special Circumstances Request form
- Verification Worksheet
- Signed/dated detailed letter explaining circumstances
- 2023 Tax Return Transcript from [IRS website](#) for student, spouse (if married filing separately), and parents (if dependent)
- W-2s for student, spouse (if married filing separately), and parents (if dependent)
- Copy of Schedule A from 2023 tax return to reflect itemization (if applicable)
- Statement from physician indicating out-of-pocket expenses and name of patient
- Proof of out-of-pocket payments (credit card statement, receipts, etc.)
- Statement from pharmacy indicating amount paid for prescriptions and name of patient.

Student's Name: \_\_\_\_\_ Program: \_\_\_\_\_

\_\_\_\_\_ **One-time taxable income used for life changing event** (IRA, Pension distribution, etc.)

**Required Documentation**

- Special Circumstances Request form
- Verification Worksheet
- Signed/dated detailed letter explaining circumstances
- 2023 Tax Return Transcript from IRS website for student, spouse (if married filing separately), and parents (if dependent)
- W-2s for student, spouse (if married filing separately), and parents (if dependent)
- Documentation to identify source of the one-time taxable income
- Proof of payment and an itemized statement indicating how the funds were spent (check, receipts, bank statements, etc.)

\_\_\_\_\_ **Special Circumstances Not Listed**

- Submit Special Circumstances Request form
- Contact the Support Support Services office

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**STEP TWO: SUBMIT REQUIRED DOCUMENTATION**

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Send all required document to:

Cuyahoga Valley Career Center, Attn: Claudette Knestrick, 8001 Brecksville Road,  
Brecksville, OH 44141

Please note the following:

1. This request will not be considered until all required documentation has been received.
2. Additional documentation may be requested prior to approval.
3. Failure to provide adequate documentation will result in your request being denied.
4. Allow 2 to 4 weeks for processing from the time a complete request package has been submitted.
5. Submitted documentation will not be returned. Please do not submit originals.

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STEP THREE: CERTIFICATION

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I certify that the information provided on this form and all attached documents is true, complete, and accurate.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Spouse Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(if applicable)