

## Financial Aid Special Circumstance Request

This form is used to update a student's Free Application for Federal Student Aid (FAFSA) responses as financial information has changed. If discrepancies are found, the FAFSA information may need to be updated. Upload your completed form online at [alextech.edu/financialaidupload](https://alextech.edu/financialaidupload).

Student Name \_\_\_\_\_

ID \_\_\_\_\_

### Parent Information

Parent Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### Step 1: Submit a letter explaining your situation in detail.

*Special circumstances may include loss of employment/income, retirement, divorce/separation, death, medical/dental expenses.*

### Step 2: Special circumstance and possible required documentation:

#### Loss of Employment/Income: Student \_\_\_\_\_ Parent \_\_\_\_\_

- Layoff letter from the employer, final paystub from employer, unemployment benefits
- Retirement letter stating benefits, last paystub

#### Divorce, Separation, or Death: Student \_\_\_\_\_ Parent \_\_\_\_\_

- Divorce decree, lawyer letter indicating separation date
- Death certificate, obituary notice
- Layoff letter from the employer, final paystub from employer, unemployment benefits
- Retirement letter stating benefits, last paystub

#### Unusual Medical/Dental Expenses: Student \_\_\_\_\_ Parent \_\_\_\_\_

- If these expenses are 10% over your total income you will submit receipts showing the itemized medical/dental expenses paid with personal funds.

#### Tax Year Comparison: Student \_\_\_\_\_ Parent \_\_\_\_\_

- Review your 2024 and 2025 taxes. If there are significant differences in the income earned from work (W-2, Schedule C, Schedule F), adjusted gross income, or taxes, please submit your most recently filed taxes including applicable schedules

**\*\*\* The review of your appeal will be delayed if ALL documentation has not been provided\*\*\***

*By signing this form, I certify all the information reported on this form and the enclosed documentation is complete and accurate. I understand that providing false or misleading information may result in a \$20,000 fine, a prison sentence, or both, according to the Higher Education Act of 1965, as amended, Section 490(a). Any false or misleading information is subject to cancellation of all Federal financial assistance.*

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_