2022-2023 Request for a Special Circumstances

Special Circumstances Information Statement

The Financial Aid Office recognizes that students and their families may have extenuating financial circumstances that the Free Application for Federal Student Aid (FAFSA) does not consider. We will evaluate appeals for special circumstances on a case-by-case basis when there are instances that the 2020 base year income does not accurately reflect. Submission of this appeal form does not guarantee a favorable change in your financial aid eligibility or award(s).

All students who wish to file an appeal based on special circumstances

Students requesting consideration for Special Circumstances should complete the 2022-2023 Special Circumstances Form, and the 2021 tax return/transcripts. Students requesting consideration for Special Circumstances should meet with their Financial Aid counselor to ensure that all necessary forms have been completed accurately.

- Federal Financial Aid regulations state that the Institution’s decision to perform a Special Circumstances on a parent, student, and/or spouse’s income must be made on a case-by-case basis, justified by an individual student’s unusual circumstances, and must be documented in the student’s file.

- You must complete this form and attach ALL applicable documentation to be considered for Special Circumstances at Manhattanville College.

- Renewal of the Special Circumstances is NOT automatic. If this request for Special Circumstances is approved, it is granted ONLY for the 2022-2023 academic year.

To complete an appeal, fill in all blanks, attach the requested documents, sign and date and submit the Special Circumstances Form to the Office of Financial Aid. You will be notified of the decision by mail, e-mail or phone.
2022-2023 Special Circumstances Request

Student Name: _________________________________________  Student ID #: ____________________
Home Phone: _____________  Cell Phone ____________      E-mail address __________________

1. Reason for Income Reduction (check those that apply):

<table>
<thead>
<tr>
<th>REASON FOR CHANGE IN INCOME</th>
<th>Date of Change</th>
<th>FAMILY MEMBER AFFECTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loss/Change in Employment Status Of Parent/ Student and/or Spouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Divorce/Separation/Death of Parent/Spouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loss of Untaxed Income of Parent/ Student and or Spouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability of Parent, Student, or Spouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unusual Medical Expenses Not Covered by Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Unusual Expenses - Briefly Describe them on separate sheet</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Required Documentation Needed for ALL Special Circumstances Requests
   - Signed copy of your 2021 Federal Tax Return, first two pages and all W2’s
   - Documentation of untaxed 2021 income (SSI, unemployment, monies received from family, etc.)

A. Death of Spouse or Parent
   - Submit a copy of the death certificate.
   - You must submit estimated income documentation such as last pay stub with year-to-date total, life insurance payments, etc. Only the income of the surviving spouse/parent should be used.
   - May exclude deceased spouse’s/parent’s income from 2020/2021 base year information.

B. Marital Separation, Pending Divorce or Divorce of Student and/or Parent
   - Submit documentation of separation (attorney’s letter, or documentation of separate residences).
   - Submit court documentation for divorce.

C. Separation from Work due to Layoff or Termination
   - Submit a letter or form documenting separation from the employer. The document should be on company letterhead and include the last date of work.
   - Unemployment Benefits determination document.
   - Submit year-to-date documentation of 2020 income (last pay stub, Social Security, pension distribution, etc).
   - Submit documentation of severance pay, if received.

D. Change in Job Status (Worked full-time for all or part of 2020 and now works part-time, or worked at a higher paying job and now work at a lower paying job.)
   - Submit a letter of separation or job status change from the employer.
   - Complete the estimated income section on the page the next page form.
   - Submit year-to-date documentation of 2020 and 2021 income (most recent pay stubs from all employers). (No adjustments for loss of overtime will be considered before 2021 W-2 forms are issued unless the employer issues a written statement that there will be no overtime paid for the year 2021.)

E. Loss of Benefits or Non-Recurring Income (Benefits received in 2020 are reduced or lost in 2021.)
   - Submit a letter of reduction or termination indicating the date of loss or reduction.
   - Submit documentation of expected 2021 benefits.
   - Documentation of loss of Social Security benefits due to the child turning 18.
   - For one-time income from 2020 submit documentation indicating the type and amount of income
   - Document how funds were spent or invested.

F. High Medical or Dental Expenses not covered by Insurance
   (Expenses must be a least 7.5% of Adjusted Gross Income (AGI) to meet the minimum threshold for consideration. Eligible expenses also include non-reimbursed dental and health care premiums).
# 2022-2023 Request for a Special Circumstances

## 3. 2023 EXPECTED GROSS INCOME WORKSHEET

Complete this worksheet and use parent, student and/or spouse expected income for the year 2022.

<table>
<thead>
<tr>
<th>INCOME (From January 1, 2022 - today)</th>
<th>Student/Spouse</th>
<th>Parent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earned income (e.g., wages, salaries, tips, work-study earnings)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Child Support</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other Financial Support</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Unemployment Benefits</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Social Security Benefits</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INCOME (Anticipated Income Today – December 31, 2022)</th>
<th>Student/Spouse</th>
<th>Parent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earned income (e.g., wages, salaries, tips, work-study earnings)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
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<td>$</td>
</tr>
</tbody>
</table>

*(If the answer is '0' or the question does not apply enter 0)*

I certify that all the information reported on this request for Special Circumstances is true and complete to the best of my knowledge. I also give authorization to Manhattanville College to make any necessary changes to my Federal Student Aid Report.

Student Signature ___________________________________________ Date _____________

Parent/Spouse Signature ___________________________________________ Date _____________