

# LUTHER COLLEGE

## 2022 – 2023 Independent Student Special Circumstance Form

Student's Name: \_\_\_\_\_ Luther ID: \_\_\_\_\_

Student phone number: \_\_\_\_\_

Student email address: \_\_\_\_\_

This form should be completed when an individual can document a significant change in financial circumstances, or if you believe there are special circumstances that were not included/considered on your initial FAFSA. You will be notified by email regarding the outcome of your appeal after your information is reviewed by the Luther College Financial Aid Office.

The completion of this form does not guarantee an adjustment to a student's financial aid award.

Please answer the following questions, attaching an additional page if more space is needed. Please note, if individuals disclose a report of sexual misconduct, the Financial Aid Office staff are required to consult with the Title IX Coordinator to ensure your safety, your access to available resources, and other relevant considerations

### Part A. Submit the following:

1. A written statement explaining what caused the change(s) in your circumstances
2. A signed copy of your most recent federal tax return (for 2020 federal tax return please include Schedules 1-3 (as applicable) along with Schedules A, C, E and /or F (as applicable) and W-2 Form(s). If submitting a 2021 federal tax return please include Schedules 1-3 (as applicable) along with Schedules A, C, E and/or F (as applicable).
3. W2 Forms from the same year as the tax return submitted.
4. Documentation of your change in circumstance(s). See next page for a list of documents commonly needed for specific circumstances

### Part B. Check ALL that apply to you:

- Loss of employment or change of employment status for student or spouse
- One-time payment reflected on 2020 taxes that created an unusual increase in income
- Divorce or separation after filing the 2022-23 FAFSA
- Death of spouse after filing the 2022-23 FAFSA
- Loss of Untaxed Income (child support, pension, etc.)
- Unusually high medical/dental expenses not covered by insurance or pre-tax medical savings/spending account
- Private elementary or secondary school tuition for children
- Incorrect financial information provided on initial application
- Other: \_\_\_\_\_

### Part C. Carefully read the following before signing this form:

I understand that submission/review of this form does not guarantee a change in the student's financial aid eligibility. It is the student's responsibility to remain in good standing with the Financial Services and Registrar's offices. I affirm that the information provided in my appeal and the attached documentation is accurate and complete to the best of my knowledge. I understand that if any of the information used in my appeal changes, I must contact the Financial Aid Office immediately in writing with the corrected information. I understand that future financial aid awards may be reduced if income estimates are significantly underestimated in my appeal. I understand that false statements or misrepresentations may be cause for denial, reduction, withdrawal or repayment of financial aid.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

(Continue on Back)

## ACCEPTABLE DOCUMENTATION FOR PART A:

### 1. Loss of employment, or change in employment status

- Signed statement explaining reason(s) for unemployment
- Year-to-date pay stubs showing all income earned from work for 2021 (and 2022, if applicable)
- Documentation of all untaxed income received in 2021 (and 2022, if applicable)
- Termination letter and/or any documentation regarding severance pay
- Documentation of any unemployment benefits, disability benefits, retirement benefits, or insurance payments being received or expected to be received (if eligible to receive any of these benefits, amounts must be known before you can submit this form).

### 2. Divorce or separation (requires that parents live in separate households)

- Divorce: Copy of divorce decree (include custody and child support agreements)
- Separation: Copy of legal separation document (include custody and child support agreements); or, if legal separation document is not yet available, a signed statement from your attorney or unrelated third party showing the date of separation
- W2's from most recent tax return if filed jointly
- Statement confirming parents are in separate residences

### 3. Death of spouse

- Copy of death certificate or an obituary notice
- Documentation of proceeds of estate distributions including: inheritance, insurance, pensions and Social Security benefits that you have received or expect to receive

### 4. Loss of untaxed income

- Court documentation stating the last date of child support received
- Letter from the agency providing the benefits, detailing termination of benefits
- Statement from the agency that summarizes the amounts of the benefits already received

### 5. Unusual medical or dental expenses not covered by insurance or a health care flexible spending account (As a general rule, these expenses would need to exceed \$3,000 before they would have the potential to impact a financial aid award.)

- Copy of Schedule A from federal tax return
- If the Schedule A is not available or the expense was paid in the current year, other documentation must be provided. This could include: bills, insurance statements, canceled checks, or other proof of the amounts **PAID** by the family. In addition to this documentation, you must include your total expenses **paid** in your written statement.
- Copy of student and spouse (if applicable) most recent paystub

### 6. Private elementary or secondary school tuition

- Copy of billing statement from the school, including all financial aid and scholarships received

### 7. Other documentation/circumstances

- Any relevant documentation which will support request for reconsideration. If you need clarification on what to provide, please contact the Financial Aid Office.

SC22CIRC

Luther College Financial Aid Office: PH: 563.387.1018 PH: 800.458.8437 [finaid.luther.edu](http://finaid.luther.edu)

Document Submission Options

Secure Document Upload Portal: [liquidfiles.luther.edu/filedrop/Financial-Aid](http://liquidfiles.luther.edu/filedrop/Financial-Aid) (requires the student's 7-digit Luther ID) or  
FAX: 563.387.2241 or EMAIL: [finaid@luther.edu](mailto:finaid@luther.edu) or US MAIL: 700 College Drive, Decorah, IA 52101-1045

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