

SPECIAL CIRCUMSTANCES REQUEST

2024-2025 Academic Year

The results of your 2024-2025 Free Application for Federal Student Aid must be on file with the Culver-Stockton Financial Aid Office before a special circumstance will be considered. If selected, verification must also be completed before the review is considered. For unusual or unexpected circumstances, complete this form to the best of your ability and provide the requested documentation to the Financial Aid Office. **Your request will be reviewed and responded to as quickly as possible, although you will need to allow several weeks for the process to be complete.**

This form is not all inclusive; if the family has experienced a hardship not listed, provide the office with as much detail and documentation as possible about the situation's effect on the finances, either in terms of income loss or of additional expenses. If changes are made to the student's information, it will be updated on the student's account, and a revised award may need to be accepted.

Student Name: _____ Student C-SC ID Number: _____
Street Address: _____ Date of Birth: _____
City/State/Zip: _____ Phone Number/Cell Number: _____

**If a section does not apply to you, skip to the next section. Incomplete or unsigned forms are not accepted.*

WHAT YOU NEED TO DO

1. Read the conditions carefully to see if any apply to your situation.
2. Before you complete and sign the form, please check to ensure that all your information is accurate.
3. Answer all questions pertaining to your situation and **return with supporting documentation**. If there is no documentation, your form will not be considered. Be sure to include the students' name and information on all documentation.
4. Mail, fax or upload to the portal with all signatures and supporting documentation to:
Culver-Stockton College Fax: 573-288-6308
Attn: Financial Aid Office Phone: 573-288-6307
1 College Hill Upload documents to the portal
Canton, MO 63435
5. Allow several weeks for processing before contacting our office. If we need further documentation, we will contact you.

Special Circumstances requests will **not** be considered for the following reasons:

- Voluntary loss/decrease of income*
- Leaving a job to go to school*
- Excessive consumer debts
- Private school tuition
- Daycare expenses

**If there are extenuating circumstances to the above conditions, they may be considered.*

INCOME REDUCTION

What is the request for? (Example: job loss/unemployment, divorce in household, death of a parent/spouse, reduction in household income, request override to Plus Loan approval)

Mark an 'x' for documentation that is attached (tax returns and W-2's are required for all requests):

- _____ 2022 Taxes (all in household), including all Schedules with the taxes (Schedules 1, 2, 3, C and/or F if applicable)
- _____ 2022 W-2's (all in household)
- _____ Proof of unemployment: Letter of approval or denial from appropriate agency.
- _____ Letter of termination/layoff/separation from employer showing date of job loss/termination
- _____ Loss of income (Child Support) Attach documentation from 2022 and/or 2023.
- _____ Loss of income (divorce or death in household) Attach documentation from court of separation/divorce, alimony, child support, and proof of separate addresses for both parties. If for a death in the household, attach a copy of the death certificate.
- _____ One-time income: Give source and amount of income and attach an explanation.
- _____ Excessive Medical Expenses: This request must be for expenses already paid out of the household. Attach documentation such as medical statements paid, with proof of payment.
- _____ Other: If you have a special condition which will cause your family's 2024 income to be significantly less than in 2022 and the condition is not listed here, you may attach a page of explanation of these circumstances, as well as 2023 tax information. Attach documentation.
- _____ Statement of monthly income and expenses (required for request to override Plus Loan approval)
- _____ Request for increase in Cost of Attendance – attach supporting documentation.

REQUEST FOR INDEPENDENT STATUS

A student is considered dependent unless they meet one of the following circumstances: 24 years of age, married, U.S. Veteran, support children, in foster care at any time since age 13, orphan/ward of the court, emancipated, in legal guardianship, or determined homeless. If you do not meet one of the criteria for an independent student, you are considered dependent. You may request an override with documentation of abandonment or neglect, or extenuating circumstances. Attach a letter from yourself explaining your situation. Attach three additional letters to support your request (they can be from a family member (not a parent), a guidance counselor, health counselor, or other professional).

READ AND SIGN

All the information on this form is true and complete to the best of my knowledge. If asked, I agree to provide additional proof of the information I have given on this form. **The student must always sign.** Parent(s) must sign if their information was included on the FAFSA application; only the parent(s) listed on the FAFSA must sign.

Student's signature _____	Date _____
(Parent signature(s) for dependent students only)	
Parent 1 or Step-parent _____	Date _____
Parent 2 or Step-parent _____	Date _____