



# 2017-2018 Special Circumstances

Student Financial Services  
 Elmhurst College  
 190 Prospect, Elmhurst, IL 60126  
 Phone (630) 617-3015 Fax (630) 617-3487

Student Name \_\_\_\_\_ eNumber: \_\_\_\_\_  
Last First M.I.

Home Address \_\_\_\_\_  
Street City State Zip

Email Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Recognizing that special circumstances exist, the Office of Student Financial Services will evaluate, upon request, your financial aid eligibility. Please indicate below your reason for an evaluation and submit copies of your (spouse or parents) **2015 IRS Tax Return Transcript (or FAFSA Data Retrieval)**.

Depending on the circumstance, various documents are needed to support your situation. Documentation must be thorough and complete. It is your responsibility to provide all needed documentation to support your special circumstance.

**Attach a detailed statement** explaining your circumstances. In addition, submit supporting documentation to verify your situation, i.e. death certificate of parent or spouse, legal separation or divorce decree, year to date pay stubs, disability income, and statement of unemployment and/or letter from employer stating last date of employment. We will contact you if additional items are needed.

**Projected 2017 Income (Must be Completed)**

	Parent 1	Parent 2	Student	Spouse Independent Student
Gross earnings from work – January through December				
Unemployment compensation				
Taxable Social Security benefits				
Other taxed income				
Child support received				
Untaxed welfare/social security benefits				
Workers compensation				
Interest or dividend income				
Other				
<b>TOTAL</b>				

**Needed documentation-Please check one:**

- Reduction or Loss of Job**  
A letter from the former employer and other supporting documentation. (i.e. Severance payment, Unemployment Benefits Statement, year to date paystubs).
- Divorce/Separation\***  
Divorce -copy of divorce documents. Separation – Proof of legal separation.  
Documentation that confirms student’s address is same as parent with whom he/she lives
- Disability of Student, Spouse, or Parent**  
Statement from a physician as to the nature and condition of the disability and the date the disability began  
Documentation of benefit amount.
- Death of Spouse or Parent in 2015, 2016 or 2017\***  
A copy of an official death certificate.
- Loss of Unemployment benefits**  
A statement from the unemployment agency detailing the amount of benefits received and date terminated.
- Other** – Please explain/summarize your circumstance in an attached letter  
Please submit documentation that you believe is appropriate for your situation.

The Office of Student Financial Services reserves the right to request additional documentation at its discretion. **You will be notified if other items are needed.**

*\* Submit copies of your (spouse or parents) 2015 W2’s in addition to 2015 IRS Tax Return Transcript (or FAFSA Data Retrieval)*

**By signing this Special Circumstances Appeal form, I (we) certify that all of the information reported is complete and correct.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (Dependent Student)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature (Independent Student)

\_\_\_\_\_  
Date