



2019-20 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. It is your responsibility to provide all needed documentation to support your special circumstance.

Please submit the following:

- Written detailed statement explaining the circumstances
- 2017 Federal Income Tax Transcript or 2019-20 FAFSA IRS Data Retrieval
- Supporting documentation to verify your situation, as listed under each situation on following page
- Completed form with Projected 2019 Income chart, type of circumstance checked on second page, signed by both student and parent

You will be notified if additional information is needed.

Projected 2019 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				
Workers compensation				
Interest or dividend income				
Other				
TOTAL				

Circumstance and needed documentation-Please check one:

- Loss of Job**
A letter from the former employer and other supporting documentation. (i.e. Severance payment, Unemployment Benefits Statement,).
- Decrease in income from 2017**
Copies of current paystubs for all individuals affected
- 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
Copy of 2017 W-2s for both parents
- 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 disability benefit amount
- Death of Spouse or Parent in 2017, 2018 or 2019**
A copy of an official death certificate.
Copies of 2017 W-2 for both parents and spouse as applicable
- 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.

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

Student Signature

Date

Parent Signature (Dependent Student)

Date

Spouse Signature (Independent Student)

Date