Recognizing that special circumstances exist, Student Financial Services will evaluate your financial aid eligibility upon request. It is your responsibility to provide all needed documentation to support your special circumstance(s).

**Please submit the following:**

- Written statement explaining the circumstances in detail
- 2019 Tax information for ALL household tax filers (FAFSA Data Retrieval or IRS Tax Transcript)
- Additional supporting documentation to verify your situation as listed on following page
- This completed form with Projected 2021 Income chart, type of circumstance checked on second page, and signature of both parent and student (and spouse if married)

Please note: 2021-22 FAFSA verification must be completed first (if required). You will be notified if additional information is needed.

---

## Projected 2021 Income (Must be Completed)

<table>
<thead>
<tr>
<th>Income Source</th>
<th>Parent 1</th>
<th>Parent 2</th>
<th>Student</th>
<th>Spouse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross earnings from work – January through December</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unemployment compensation</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Taxable Social Security benefits</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Other taxed income</td>
<td></td>
<td></td>
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<tr>
<td>Child support received</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Untaxed welfare/social security</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Workers compensation</td>
<td></td>
<td></td>
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<tr>
<td>Interest or dividend income</td>
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<tr>
<td>Other</td>
<td></td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
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</tr>
</tbody>
</table>
Circumstances and needed documentation - Please check those that apply:

☐ Loss of Job
  • A letter from the former employer and/or other supporting documentation. (i.e. Severance payment, Unemployment Benefits Statement, et al.).

☐ Decrease in income from 2019
  • Paystubs or other proof of income for ALL individuals in household with income from work

☐ 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 2019 W-2s for both parents or other proof of income

☐ Disability of Student, Spouse, or Parent
  • Statement from a physician as to the nature/condition of the disability and the date the disability began
  • Documentation of disability benefit amount

☐ Death of Spouse or Parent in 2019, 2020 or 2021
  • A copy of an official death certificate
  • Copies of 2019 W-2 for both parents and spouse as applicable or other proof of income

☐ Loss of Unemployment benefits
  • A statement from the unemployment agency detailing the amount of benefits received and date terminated

☐ Other
  • Please explain/summarize your circumstances in an attached letter/statement
  • 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.

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

Submit this worksheet and your documentation by email to sfs@elmhurst.edu or by fax: (630) 617-3487