



# 2022-23 Special Circumstances

Student Financial Services  
Elmhurst University  
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 \_\_\_\_\_ Cell Phone \_\_\_\_\_

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
- 2020 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 2022 Income chart, type of circumstance checked on second page, and signature of both parent and student (and spouse if married)

***Please note: 2022-23 FAFSA verification must be completed first (if required). You will be notified if additional information is needed.***

**Projected 2022 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				

**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 2020**

- 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 2020, 2021 or 2022**

- A copy of an official death certificate
- Copies of 2020 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](mailto:sfs@elmhurst.edu) or by fax: (630) 617-3487*