



2023-24 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
- 2021 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 2023 Income chart, type of circumstance checked on second page, and signature of both parent and student (and spouse if married)

Please note: 2023-24 FAFSA verification must be completed first (if required). You will be notified if additional information is needed.

Projected 2023 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 2021**
 - 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 2021 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 2021, 2022 or 2023**
 - 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**
 - Unemployment incorrectly included in AGI calculation on FAFSA
 - 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