



2024-25 Special Circumstances Appeal for Review of Financial Need

This form is for students and their families who may have extenuating financial circumstances that the standard need analysis form (the Free Application for Federal Student Aid, FAFSA) does not consider. Submission of a Special Circumstances Appeal does not guarantee a favorable change in your financial aid eligibility or award(s).

Conditions of a special circumstance appeal

1. Talk with a Financial Aid Administrator about your special circumstances **before** you submit an appeal.
2. Submit the Special Circumstances Form with your **explanation statement and supporting documentation** **after** you submit your 2024-25 FAFSA. Appeals submitted without the required supporting documentation will be denied.
3. Watch your WSU email and review the Financial Aid Portal in Academica for any additional requirements.

Note: If the Student Aid Index (SAI) on your FAFSA Submission Summary (FSS) is a negative number or zero, do **not submit this form**. The maximum amount in financial aid possible is automatically awarded to students who have a negative or zero SAI.

Note: If you have reached the federal lifetime Pell limit or the federal lifetime loan limit for your grade level and dependency status, we will not be able to award these funds.

The following DO NOT qualify—singularly or in combination—as special circumstances that can be approved with this form.

1. Parents refuse to contribute to your education.
2. Parents are unwilling to provide information on your FAFSA or for verification.
3. Parents do not claim you as a dependent for income tax purposes.
4. You demonstrate total self-sufficiency.

Information and document requirements for the following can be found on our website: Emancipated Minor/Legal Guardianship Verification, Unaccompanied Homeless Youth Verification, Orphan/Ward of the Court/Foster Care Verification, Dependency Override Appeal.

Processing deadlines

We cannot guarantee a change will be processed if submitted after the deadline. Loans must be accepted in Academica while you are still enrolled for the semester.

Submit this form and all attachments before the processing deadline:

Fall 2024: December 1, 2024 - Winter 2025: April 1, 2025

Spring 2025: June 1, 2025 - Summer and Spring/Summer 2025: August 1, 2025

MD students-one month prior to the end of the semester of enrollment.



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Student's First Name	<input type="text"/>	WSU Student ID #	<input type="text"/>
Student's Last Name	<input type="text"/>	Phone Number	<input type="text"/>

<input type="checkbox"/> ATTACH an EXPLANATION STATEMENT. All requests must include an explanation statement in addition to the supporting documentation indicated below. Include your student ID.	
Change in employment status Note: Your appeal will be considered after you have been unemployed ten weeks or more.	<input type="checkbox"/> Retirement <ul style="list-style-type: none"> ➤ Letter of separation from employer ➤ Copy of last pay stub showing earnings or most recent W-2 ➤ Statement of retirement benefits <input type="checkbox"/> Loss of employment due to layoff or termination <ul style="list-style-type: none"> ➤ Copy of unemployment benefits OR statement of ineligibility ➤ Letter on employer company letterhead that states the last date of employment ➤ Documentation of severance/buy-out package and year-to-date income or recent W-2 <input type="checkbox"/> Change in employment status, from full-time to part-time, or reduction in wages <ul style="list-style-type: none"> ➤ Letter on employer company letterhead with the change effective date ➤ Documentation of year-to-date income ➤ If you reduced work hours to attend school, provide a letter to explain
Loss of other income greater than \$5,000/year	<input type="checkbox"/> Loss of other Income e.g., child support <ul style="list-style-type: none"> ➤ Letter regarding end of payments from parent paying child support or statement from Friend of the Court, including stop dates and amounts <input type="checkbox"/> Non-recurring 2022 income - IRA or pension distribution, rollover, inheritance, etc. <ul style="list-style-type: none"> ➤ Documentation of income type and amount (i.e., recent tax return) ➤ Documentation of how the funds were spent or invested
Change in marital status or death of spouse/parent	<input type="checkbox"/> Marital separation or divorce after the FAFSA was filed <ul style="list-style-type: none"> ➤ Copy of divorce decree or documentation of separation (Separate Maintenance Agreement or attorney's letter) ➤ Proof of separate residences and income information for current household members ➤ Documentation verifying child support you are receiving for minor children <input type="checkbox"/> Death of parent/spouse <ul style="list-style-type: none"> ➤ Copy of death certificate or obituary notice dated after FAFSA was filed
Unusual expenses not included on your tax return	<input type="checkbox"/> Parent's 2024-25 college enrollment - parents of dependent students only <ul style="list-style-type: none"> ➤ Documentation from the college of parent's enrollment in a program leading to a degree or certificate, including begin and end dates and the cost of tuition <input type="checkbox"/> Private school K-12 tuition <ul style="list-style-type: none"> ➤ Letter from the child's school stating the 2024-25 tuition minus scholarships/discounts, which identifies the child by name <input type="checkbox"/> Non-reimbursed medical/dental expenses <ul style="list-style-type: none"> ➤ Documentation for non-reimbursed medical/dental expenses ➤ If your SAI is zero or a negative number, you may file Budget Adjustment form for consideration of an increase to your cost of attendance
➤ Other	Attach a letter that explains your special circumstances and attach documents that to support them.

Incomplete appeals will be denied. We may request additional documentation. Review your requirement status in Academica regularly.



I/we certify that all information reported on this form is complete and correct. I/we understand that changes in my FAFSA financial information based on the documentation provided may result in a change in financial aid eligibility.

Student's Signature (Signature must be handwritten with ink or stylus)	Date	Parent's Signature A parent signature is required if you are providing parent information.	Date
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