2016-2017 Special Circumstance Request

This request is used to adjust the income reported on the 2016-2017 Free Application for Federal Student Aid (FAFSA) due to a change of circumstances during the calendar or academic year. TO COMPLETE YOUR REQUEST YOU MUST SUBMIT THE DOCUMENTATION AS DETAILED ON THE BACK OF THIS FORM.

Student Name: _______________________________ Trinity ID or SSN#: __________________________

STEP 1: CIRCUMSTANCE TO BE CONSIDERED (check one):
☐ Loss of employment ☐ Separation or divorce ☐ Death of a spouse or parent
☐ Unusual medical expenses ☐ Deduction of a one-time payment

STEP 2: REASON FOR FILING
In the space below, give specific dates and reasons as to when and why income changes occurred. Be specific and list events in chronological order.
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

STEP 3: 2015 INCOME
Project the anticipated income OR report the actual income for yourself and your spouse/parent(s) in the spaces provided.
- If completing this form before January 1, 2017, use your best estimate of the TOTAL amounts expected for January 1, 2016 to December 31, 2016.
- If completing this form after January 1, 2017, file your taxes first and use the figures from your federal tax returns.

<table>
<thead>
<tr>
<th>STUDENT/SPOUSE EXPECTED INCOME</th>
<th>CALENDAR YEAR (Jan 1-Dec 31, 2016)</th>
<th>PARENT(S) EXPECTED INCOME</th>
<th>CALENDAR YEAR (Jan 1-Dec 31, 2016)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted Gross Income (wages, unemployment, interest income, etc.)</td>
<td></td>
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<td></td>
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<tr>
<td>Income Tax Due</td>
<td></td>
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<td></td>
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<tr>
<td>Income earned from work by student</td>
<td></td>
<td>Income earned from work by father</td>
<td></td>
</tr>
<tr>
<td>Income earned from work by spouse</td>
<td></td>
<td>Income earned from work by mother</td>
<td></td>
</tr>
<tr>
<td>Untaxed income (Social Security Benefits, Disability, TANF, Public Assistance, etc.)</td>
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</tr>
</tbody>
</table>

I certify that all the information reported to qualify for federal aid is complete and correct to my knowledge. If additional documentation is required, I will submit those documents in a timely manner or my Special Circumstance Request will be denied. I also understand that giving false or misleading information is a violation of the Trinity Honor Code and Federal law and will be treated as such.

_____________________________ Date
Student Signature

_____________________________ Date
Parent Signature (required if student is dependent)

TO COMPLETE YOUR REQUEST YOU MUST SUBMIT THE DOCUMENTATION AS DETAILED ON THE BACK OF THIS FORM.
STEP 4: DOCUMENTATION

All students MUST submit the following documentation, regardless of their reason for filing a Special Circumstance Request:

- 2016-2017 Verification Worksheet
- If special circumstance request is submitted after Jan 1, 2017, you must submit student’s 2016 Federal Tax Return Transcript AND Spouse/Parents’ 2016 Federal Tax Return Transcript

In addition the following documentation is required:

**LOSS OF EMPLOYMENT** - Student/Spouse/Parent was working during 2015, but is now working fewer hours or is unemployed. The following documentation is required from the unemployed household member:

- Last check stub(s) from previous employer
- Letter from previous employer stating date of termination if available
- Last check stub or explanation of benefits letter from unemployment

**DEDUCTION OF ONE-TIME PAYMENT** - Student/Spouse/Parent received a ONE-TIME PAYMENT (pension, IRA, annuities, gambling winnings, settlement, etc.) The following documentation is required:

- Receipt(s) and/or statements showing amount of one-time-payment and where one-time payment was spent
- Copy(s) of bank account statements

**SEPARATION OR DIVORCE** - Student/Parent was married when the FAFSA was filed, but has now separated or divorced. The following documentation is required:

- Court documentation verifying legal separation or divorce

**DEATH OF A SPOUSE OR PARENT** - Spouse/Parent passed away after the FAFSA was filed. The following documentation is required:

- Copy of Death Certificate

**UNUSUAL MEDICAL EXPENSES** - Student/Spouse/Parent has unusual medical expenses NOT covered by insurance. The following documentation is required:

- Copy of bill(s) AND receipt(s) of payment

Please return this form and all supporting documentation to: Office of Enrollment Services, 125 Michigan Ave NE, Washington DC 20017 or fax to (202) 884-9524. Please call (202) 884-9530 with any questions.

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**FOR OFFICE USE ONLY**

☐ Special Circumstance Request Approved

☐ Special Circumstance Request Denied. Reason for Denial: ____________________________

☐ Incomplete. Documentation needed: ______________________________________________

New EFC: ____________

Corrections requested? Y / N

Comments: ___________________________________________________________________

FAA Signature: ____________________________

Date: ____________________________