

OFFICE USE ONLY

SIGNATURE:

DATE:

DETERMINATION:

**Office of Financial Aid****2025-2026 Petition for Special Circumstances**

The FAFSA (Free Application for Federal Student Aid) primarily uses financial information from two years prior. If you have submitted your 2025-2026 FAFSA form and believe it may not accurately reflect your current circumstances, you may submit a petition to request a review of your financial aid eligibility. Changes will only be processed if they result in a benefit to the student. The purpose of a Special Circumstance Petition is to determine whether you qualify for a more favorable Student Aid Index (SAI). If approved, your eligibility will be updated with the FAFSA processing system. Please note that a review does not guarantee additional aid. During the review process, additional information may be required to verify your circumstances, and periodic follow-up is encouraged. **Please allow and account for at least eight weeks for full processing of your petition.**

Student Information:_____
Student Name_____
ctcLink ID_____
Email Address_____
Phone Number**Basis of Petition** (check all that apply)

- Reduced income for school year.
- Unemployment.
- Change in marital status (separation or divorce after tax year provided in FAFSA).
- Increase number of members in household enrolled in college/university.
- Expenses not covered by insurance (Medical/Dental).
- Other: _____

Special circumstances are pertaining to:

- Student Spouse Parent(s)

Petition Requirements – Please submit the following with this form:

- A signed letter of explanation detailing the circumstances.** Please be thorough in your description to avoid delays.
- Copy of most recent tax forms, W-2's, or unemployment benefit statements** – for student or spouse/parent if applicable.
- Supporting documentation**
- If the petition is for a student or family member who voluntarily left a job, include the reason in the statement along with verification of the last date of employment.
 - If the petition is due to reduced work hours, specify the new hourly rate, weekly hours worked, and include a recent pay stub.
 - If the petition involves a one-time benefit received in 2023 that will not recur in 2025/26 (e.g., inheritance, 401K withdrawal), explain how this was a one-time benefit. →

- If the petition involves uncovered medical or dental expenses, attach an itemized list of all costs, insurance payments, and net amounts after insurance.
- If the petition is due to job loss, provide documentation of unemployment benefits. If not receiving unemployment benefits, include the last day worked, severance pay amount, and expected weekly unemployment amount.

Certification:

I certify that the information I have provided for this petition is true and accurate to the best of my knowledge.

Student Signature

Date

Spouse Signature (if applicable)

Date

Parent Signature (if applicable)

Date

Note: Certain documents may not be accepted via email due to the sensitivity of the information. Personal submission of this petition is recommended.