

2022-2023



Special Circumstances Request (FSPCIR)

Student's Name (PRINT): _____ Phone: () _____

HCC ID: _____ Date of Birth: ___ / ___ / ___ Home Campus: _____
(9-digit number required) (Primary location of attendance)

PURPOSE: This form is to be completed if the information reported on the 2022-2023 FAFSA is no longer an accurate depiction of your family's current financial situation. Submitting this form does not guarantee that an adjustment will be made or that additional aid will be awarded.

CONSIDERATIONS BEFORE SUBMITTING:

- You must have completed the 2022-2023 FAFSA and been awarded all eligible aid.
- Please be aware that if you filed your 2022-2023 FAFSA and received an EFC = Zero (0), you have already been awarded the maximum in Federal Aid. Submitting this request will not result in a change to your financial aid offer.
- Please note that additional documentation may be required upon review of your submitted request.

Instructions:

1. Complete this form in full. Use the table below to indicate the circumstance(s) you would like us to consider;
2. Attach a typed, signed and dated one-page explanation of the extenuating circumstance(s);
3. Attach all required supporting documentation indicated in the table below that coincides with your selected circumstance(s);
4. Attach the 2020 Tax Return Transcript for the student and spouse/parent if they were NOT linked to your FAFSA using the IRS Data Retrieval Tool; **AND**
5. Attach the 2021 Tax Return Transcript.

Special Circumstance	Person Affected	Effective Date	Required Supporting Documentation
<input type="checkbox"/> Separation <input type="checkbox"/> Divorce	<input type="checkbox"/> Student <input type="checkbox"/> Parent	___/___/___	<ul style="list-style-type: none"> • Divorce: court document/divorce decree • Separation: court document or documentation to substantiate two separate households (e.g., lease, mortgage, utility bills, etc.) • Estimate of 2022 income
<input type="checkbox"/> Marriage	<input type="checkbox"/> Student <input type="checkbox"/> Parent	___/___/___	<ul style="list-style-type: none"> • Copy of the marriage certificate
<input type="checkbox"/> Death	<input type="checkbox"/> Spouse <input type="checkbox"/> Parent	___/___/___	<ul style="list-style-type: none"> • Copy of the death certificate or detailed obituary • Copy of 2020 W-2's and signed 1040
<input type="checkbox"/> Loss of Employment	<input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent	___/___/___	<ul style="list-style-type: none"> • Letter from employer documenting last date of employment • Documentation of year-to-date earnings, unemployment, and/or disability benefits • Copy of two most recent paycheck stubs
<input type="checkbox"/> Loss of Benefits	<input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent	___/___/___	<ul style="list-style-type: none"> • Documentation of the termination of benefits • Documentation of any year-to-date benefits received
<input type="checkbox"/> One-Time Benefit	<input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent	___/___/___	<ul style="list-style-type: none"> • Documentation of the one-time benefit
<input type="checkbox"/> Extenuating Medical Expenses	<input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent	___/___/___	<ul style="list-style-type: none"> • Receipts/documentation of medical expenses paid out of pocket and NOT covered by insurance during the period of enrollment
<input type="checkbox"/> Other: _____ _____	<input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent	___/___/___	<ul style="list-style-type: none"> • Documentation of the "other" special circumstance

****INCLUDE ACTUAL AND ANTICIPATED INCOME FOR THE ENTIRE 2022 CALENDAR YEAR****

2022 Earned Income	Parent #1	Parent #2	Student	Spouse
Estimated gross annual income from wages, tips, commission, etc.	\$	\$	\$	\$
2022 Other Taxable Income	Parent #1	Parent #2	Student	Spouse
Unemployment income	\$	\$	\$	\$
Severance, paid time off, and/or vacation payout income if not included in gross wages above	\$	\$	\$	\$
Taxable pension income	\$	\$	\$	\$
Taxable income from 401K disbursements and/or other assets	\$	\$	\$	\$
Other taxable income source: _____	\$	\$	\$	\$
2022 Untaxed Income	Parent #1	Parent #2	Student	Spouse
Housing allowance for the military or clergy	\$	\$	\$	\$
Workers' compensation—provide copy of monthly statement	\$	\$	\$	\$
Untaxed disability income—provide copy of monthly statement	\$	\$	\$	\$
Child support received for all members of the household	\$	\$	\$	\$
Untaxed pension—provide copy of monthly statement	\$	\$	\$	\$
Other untaxed income source: _____	\$	\$	\$	\$

Household Information as of Today if you are an Independent Student:

- List yourself (the student) first.
- List your Spouse, if you are married. If your spouse will be attending college AND enrolled in a degree or certificate program at least half-time between July 1, 2022 and June 30, 2023 provide the name and state of the college.
- List your children if you will provide more than half of their support from July 1, 2022 through June 30, 2023.
- List other people only if they now live with you and get more than half of their support from you, and will continue to get this support from July 1, 2022 through June 30, 2023.
- For those listed below who will be attending a college AND enrolled in a degree or certificate program at least half-time between July 1, 2022 and June 30, 2023, provide the name and state of the college. Do not include dual enrollment for high school students.
- Attach a separate sheet if required.

Household Information as of Today if you are a Dependent Student:

- List yourself (the student) first.
- List your parent(s)
 - If your legal parents are married to each other or are not married **AND** live together list both.
 - If your legal parent has married/remarried, list your legal parent and your stepparent.
 - If your legal parents are separated or divorced, list the parent whose information you provided on the FAFSA
- List your parent(s) other children if your parent(s) will provide more than half of their support from July 1, 2022 through June 30, 2023.
- List other people only if they now live with your parent(s) AND get more half of their support from your parent(s) AND will continue to get support from July 1, 2022 through June 30, 2023.
- For those listed below who will be attending a college AND enrolled in a degree or certificate program at least half-time between July 1, 2022 and June 30, 2023, provide the name and state of the college. Do not include dual enrollment for high school students.
- Attach a separate sheet if required.

Full Name	Age	Relation to Student	Name of College
		self	

What Happens After You Submit?

A Financial Aid representative will review the request and examine the supporting documentation. Based on his/her professional judgment, the request will either be APPROVED or DENIED. The student will be notified in writing to their HCC email address of the decision. The review process takes approximately 2 to 3 weeks.

Statement of Certification:

I certify that the information provided here is correct to the best of my knowledge and that I have attached all appropriate documentation. Incomplete requests will be denied. I understand that if I purposely give false or misleading information on this form, I may be fined, sent to prison, or both. I also understand that it is my responsibility to inform the Financial Aid Office if my eligibility status changes at any time while attending.

Student Signature _____ Date _____

Parent/Spouse Signature _____ Date _____