The 2020 income information reported on your FAFSA may not be an accurate indicator of your ability to pay for educational costs in the 2022-23 school year. By providing documentation of your unusual circumstance, you may qualify for reevaluation of your financial aid eligibility. If you do not meet any of the circumstances described below, but feel your financial situation has changed significantly, please meet with a financial aid advisor. Each case will be evaluated on an individual basis, and submission of this form does not guarantee a change in your financial aid eligibility. Only one special circumstance form will be accepted per academic year.

We are not able to estimate business or seasonal income. For families with this type of income, a special circumstance will only be accepted after you have completed your 2022 taxes.

This form has four parts. Complete each section and attach all required documents before submitting. You will be contacted at your Parkland student email if your special circumstance is incomplete, or if further documentation is needed.

### Part 1: General information (required for all request types)

**2022-23 FAFSA**

You must complete the 2022-23 Free Application for Federal Student Aid (FAFSA) at [www.studentaid.gov](http://www.studentaid.gov) and review the results before submitting this form. Answer all questions as asked, even if your current financial situation differs from that of 2020.

- [ ] 2022-23 FAFSA

**Rationale**

You must provide a typed statement explaining your special circumstance situation.

- [ ] Typed Statement

### Part 2: Select your circumstance and attach all required documentation

- [ ] **Unemployment**

  The student/spouse earned money in 2020, but has since lost their job and has been unemployed for an extended period in 2022. Expected income for 2022 is significantly lower than reported in 2020.

  - [ ] Who became unemployed?  
  - [ ] Student  
  - [ ] Spouse  
  - Last date worked: ____________

  - [ ] Has this person started a new job?  
  - [ ] No  
  - [ ] Yes  
  - Start date: ____________

  - [ ] Letter from the previous employer(s) indicating the date employment ended. This must be on company letterhead.

  - [ ] Copy of most recent paystub or earnings statement from each job worked in 2022.

  - [ ] Current statement of unemployment benefits indicating weekly benefit amount and total benefits received to date.

  - [ ] If you do not receive unemployment benefits, sign here: ________________________________
**Employment Change**
Since 2020, the student/spouse has changed jobs and will earn significantly less in 2022 than they did in 2020.

- **Who changed jobs?**  
  - Student  
  - Spouse  

- Date of change: ________________

- Letter(s) from the previous employer(s) indicating the date employment ended, or in the case of reduced hours, a letter stating that hours or wages have been reduced and by how much.
- Letter(s) from current employer(s) stating the date employment began, average hours per week and hourly pay rate.
- Copy of most recent paystub or earnings statement from each job worked in 2022.

**One-Time Income**
In 2020 the student/spouse received a one-time income, such as a Social Security payment, inheritance, IRA or pension distribution. This income will not be received in future years.

- **Who received this income?**  
  - Student  
  - Spouse

- Statement from the third-party source of the one-time income indicating the payment amount and date paid.
- Typed statement from the recipient of the income. This statement must be specific and detailed, and should include additional documentation, such as receipts, bank statements, etc. The document(s) must explain:
  - The reason for the one-time payment, and
  - How the funds were spent, including amounts and dates.

**Reduction in Untaxed Income**
The student/spouse received an income benefit (not employment income) for at least 10 weeks in 2020 which has now been lost. Possible examples include Social Security benefits, court-ordered child support, retirement, or disability benefits.

- **Who lost the benefit?**  
  - Student  
  - Spouse

- Statement of termination or reduction from the source of income, indicating the last date the benefit was received.
- Statement from the source of income indicating the dates the benefit was received, including the amount of benefit received in 2020 and an estimate of benefits (if any) to be received in 2022.

**Medical/Dental Expenses**
In 2020 the student's family paid at least 10% of total income for medical and/or dental care. Payments reimbursed through insurance or Flex Spending accounts, or expenses claimed as a tax benefit will not be considered a special circumstance.

- Documentation showing medical/dental expenses paid in 2019, including medical bills and receipts.
- Copy of 2020 Federal 1040 tax return, including Schedule A

**Divorce or Separation**
After submission of the 2022-23 FAFSA, divorce or separation has resulted in a reduction of family income.

- For divorce: copy of divorce decree.
- For separation: notarized statement indicating the date of separation.
- For separation: documentation demonstrating two separate households, such as lease(s), mortgage(s), or utility bill(s).
- If a joint Federal tax return was filed in 2020, submit copies of 2021 W-2 forms for both spouses.

**Death**
After submission of the 2022-23 FAFSA, the student's spouse has died.

- Copy of death certificate.
- If a joint Federal tax return was filed in 2020, submit copies of 2019 W-2 forms for both the student and spouse.
Part 3: Estimate your family’s expected 2021 income

Provide estimates of your family’s expected income for the 2022 tax year. This includes income you or your spouse have already received (year to date income) and income that you expect to receive through the end of the year (estimated income). Include both taxable and untaxed income.

<table>
<thead>
<tr>
<th>YEAR TO DATE ESTIMATED INCOME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>From 1/1/22 to 12/31/22</td>
<td></td>
</tr>
</tbody>
</table>

**Student income from work ...................................................................................................................** $ ____________________

**Spouse income from work ...................................................................................................................** $ ____________________

**Unemployment benefits .......................................................................................................................** $ ____________________

**Child support received ......................................................................................................................** $ ____________________

**Worker’s Compensation .......................................................................................................................** $ ____________________

**Social Security benefits .......................................................................................................................** $ ____________________

**Other untaxed income, such as housing, food, and other living allowances from military, clergy, and others** $ ____________________

Part 4: Sign and return to the Office of Financial Aid and Veteran Services

**Certification:** All of the above information on this form and the attached documentation is true and complete to the best of my knowledge. If asked by an authorized official, I agree to give additional proof of the information that I have given on this form. I realize this proof may include a copy of a federal or state tax return. I also realize that if I do not give proof when asked, the Special Circumstance will not be reviewed.

Student Signature ______________________________________ Date ______________________

OFFICE USE ONLY

<table>
<thead>
<tr>
<th>O APPROVED</th>
<th>O DENIED</th>
<th>O NO ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Staff Signature _______________________ Date ______________________

Notes ________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

Parkland College ensures equal educational opportunities are offered to all students regardless of race, color, national origin, gender, disability, sexual orientation, veteran/Vietnam veteran era, age, or religion, and is Section 504/ADA compliant. For additional information or accommodations call 217-351-2505. (11/21)