



WEST LIBERTY UNIVERSITY

Office of Financial Aid
208 University Drive
College Union Box 124
West Liberty, WV 26074

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2023-2024 Special Circumstances Form

Submit this form **after** you have filed the Free Application for Federal Student Aid. This form must be accompanied by all required documentation or your request will be **denied**. If you have **unusual circumstances as listed below**, complete this form and submit it to our office with the specified documentation. Check the circumstance that applies to you, then go to that number on this form to confirm the required documentation.

<input type="checkbox"/> Loss of Employment <input type="checkbox"/> Loss of Earnings due to Disability or Natural Disaster <input type="checkbox"/> Loss of Earnings, untaxed income, or benefit <input type="checkbox"/> Separation or Divorce <input type="checkbox"/> Death <input type="checkbox"/> Elementary or Secondary Education and Dependent Care Expenses <input type="checkbox"/> Unusual Medical or Dental Expenses <input type="checkbox"/> COVID-19 <i>(Please check if any of the above was because of COVID-19)</i>

Complete the following with the Student's Information.

Last Name: _____ First Name: _____ Middle Initial: _____

Social Security Number (required): _____ Date of Birth (required): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____ Cell Phone: _____

Complete the section that pertains to your situation. If you were married at the time you applied for financial aid, you must provide information pertaining to your spouse. Return this completed form to our office with the documentation specified. **Failure to provide all of the requested documentation will result in denial of the request.** Please find an appropriate list of the requested documentation on back of this worksheet.

By signing this worksheet, I (we) certify that all the information reported to qualify for student aid is complete and correct. If spouse information is provided, he/she must also sign this form. If parent information is provided, at least one parent must also sign this form.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student Signature

Date

Parent Signature

Date

1. Loss of Employment

- *Dependent Student*-One of the student's parents earned money in 2021 but lost his/her job in 2022 or 2023.
- *Independent Student*-The student worked full time for at least 30 weeks in 2021, but is not working full time now. OR The student's spouse earned money in 2021, but has lost his or her job in 2022 or 2023.

DOCUMENTATION REQUIRED – Letter from employer stating the dates of employment and 2021 W-2's.

2. Loss of earnings due to disability or natural disaster

- *Dependent Student*-One of the student's parents earned money in 2021, but has not been able to earn money in his or her usual way in 2022 or 2023. This must have been because of either disability or a natural disaster that occurred in 2022 or 2023.
- *Independent Student*-The student (or spouse) earned money in 2021, but has not been able to earn money in his or her usual way in 2022 or 2023. This must have been because either a disability or a natural disaster that occurred in 2022 or 2023.

DOCUMENTATION REQUIRED – Letter from employer or insurance company verifying disability or natural disaster and last date of employment, 2021 and 2022 W-2's, and letter of explanation.

3. Loss of earnings, untaxed income, or benefit

- *Dependent Student*-One of the student's parents has lost earnings, untaxed income or benefits for 2022 or 2023, which they had in 2021.
- *Independent Student*-The student (or spouse) has lost earnings, untaxed income, or benefits for 2022 or 2023, which they had in 2021.

DOCUMENTATION REQUIRED – A notice from an agency, company or court stating the benefits have stopped or earnings have been reduced, 2021 and 2022 W-2's, and a letter of explanation.

4. Separation or Divorce

- *Dependent Student*-The student has already applied for Federal Student Aid, but his/her parents have separated or divorced since that time.
- *Independent Student*-The student has already applied for Federal Student Aid, but has separated or divorced since that time.

DOCUMENTATION REQUIRED – Legal documentation verifying divorce/separation and both 2021 and 2022 W-2's for both parents.

5. Death

- *Dependent Student*-The student has already applied for Federal Student Aid, but since that time, one of the student's parents has died.
 - *Independent Student*-Student has already applied for Federal Student Aid, but since that time, his/her spouse has died.
- DOCUMENTATION REQUIRED – Copy of Death Certificate and 2021 W-2's.

6. Elementary or Secondary Education and Dependent Care Expenses

- *Dependent Student*-The parent(s) must document elementary and secondary education and dependent expenses. Must exceed 3% of Adjusted Gross Income.
- *Independent Student*- The student must document elementary and secondary education and dependent expenses. Must exceed 3% of Adjusted Gross Income.

DOCUMENTATION REQUIRED – Letter from school or day care center verifying expenses, 2021 and 2022 W-2's, and a letter of explanation.

7. Unusual medical or dental expenses

- *Dependent Student*- The parent(s) must document unusual family medical or dental expenses. Must exceed 7.5% of Adjusted Gross Income.
- *Independent Student*- The student must document unusual family medical or dental expenses. Must exceed 7.5% of Adjusted Gross Income.

DOCUMENTATION REQUIRED – Cancelled check, receipt or IRS documentation of expenses, 2021 and 2022 W-2's, and a letter of explanation.