



Hannibal-LaGrange University

Financial Aid Office
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2019-2020 Special Circumstances Form

Student Name (Last, First)	
Student ID Number	
Address	
Email Address	
Phone	

The Financial Aid Office understands that the family's ability to contribute toward 2019-2020 academic expenses may change since the time of filing the Free Application for Federal Student Aid (FAFSA). This form will allow you to explain any circumstances that you feel may affect your ability to cover your educational costs.

Attach supporting documentation with dollar amounts and clear explanations. ***We cannot process this appeal without specific details regarding your special circumstances or without appropriate supporting documentation. Families with an Expected Family Contribution (EFC) of \$0 will not be reviewed for Special Circumstances. Appeals are reviewed by a committee process and are handled on a case-by-case basis, with the judgment of the administrator serving as the final decision. Requests may be denied for other reasons such as excessive requests, progress toward degree completion, or excessive student loan debt.***

Please specify the family member and their relationship to you, the student, that experienced the unusual circumstance:

Name: _____

Relationship: _____

Check the appropriate box or all boxes that pertains to the circumstance(s) which best describes your situation.

Special Circumstance	Documents Needed and Checklist
<p>Loss of Employment (Employed in 2017 and have been unemployed in 2018.)</p> <p><input type="checkbox"/> Check this box if this best describes to your circumstance</p>	<ul style="list-style-type: none"> ○ Personal statement explaining circumstance ○ Signed 2017 Federal Tax Return (include if applicable, Schedule C, F, & 1099s) ○ 2016 W2(s) ○ Letter(s) of Separation from Employer(s) ○ Severance package if applicable. ○ 2018 Unemployment Benefits Statement ○ Most recent pay stub(s)
<p>Reduction of Income (Income is less than reported on 2017 Tax Return.)</p> <p><input type="checkbox"/> Check this box if this best describes to your circumstance</p>	<ul style="list-style-type: none"> ○ Personal statement explaining circumstance ○ Signed 2017 Federal Tax Return (include if applicable, Schedule C, F, & 1099s) ○ 2017 W2(s) ○ Letter(s) from your current employer(s) estimating your 2018 adjusted gross income ○ Current pay stub(s)

<p style="text-align: center;">Divorce/Separated (Only if marital status changed since filing 2019-2020 FAFSA.)</p> <p><input type="checkbox"/> Check this box if this best describes to your circumstance</p>	<ul style="list-style-type: none"> ○ Signed 2017 Federal Tax Return (include if applicable, Schedule C, F, & 1099s) ○ 2017 W2(s) ○ Copy of Divorce Decree (if divorced) or ○ Documentation of separate households (i.e. utility bill, cell phone bill, housing lease)
<p style="text-align: center;">Reduction Due to Death of Parent or Spouse</p> <p><input type="checkbox"/> Check this box if this best describes to your circumstance</p>	<ul style="list-style-type: none"> ○ Signed 2017 Federal Tax Return (include if applicable, Schedule C, F, & 1099s) ○ 2017 W2(s) ○ Copy of Death Certificate or ○ Copy of Obituary
<p style="text-align: center;">Healthcare Expenses (If expenses in 2018 not reimbursed by your insurance exceed 11% of family's 2017 AGI.) Elementary/Secondary Tuition Expenses (If expenses in 2018 not reimbursed by your insurance exceed 10% of family's 2017 AGI.)</p> <p><input type="checkbox"/> Check this box if this best describes to your circumstance</p>	<ul style="list-style-type: none"> ○ Personal statement explaining circumstance ○ Signed 2017 Federal Tax Return (include if applicable, Schedule C, F, & 1099s) – (parent and student) <p>Healthcare Expenses:</p> <ul style="list-style-type: none"> ○ 2017 W2(s) – (parent and student) ○ 2018 Paid Receipts or ○ 2018 Canceled checks or 2018 Schedule A <p>Elementary/Secondary Tuition:</p> <ul style="list-style-type: none"> ○ Attach statement from private school indicating student(s) name, relationship to HLGU student and list of exact charges incurred and payments made in 2017.
<p style="text-align: center;">Reduction or Loss of Untaxed Income and/or Benefits</p> <p><input type="checkbox"/> Check this box if this best describes to your circumstance</p>	<ul style="list-style-type: none"> ○ Personal statement explaining circumstance ○ Signed 2017 Federal Tax Return (include if applicable, Schedule C, F, & 1099s) ○ 2017 W2(s) ○ Attach supporting documentation from the resource describing the benefit, the timeline it was received, the reason(s) it is no longer available, the ending date and monthly amount received.
<p style="text-align: center;">Other (If none of the above circumstances applies to your situation, please attach a signed statement explaining your circumstances.)</p> <p><input type="checkbox"/> Check this box if this best describes to your circumstance</p>	<ul style="list-style-type: none"> ○ Personal statement explaining circumstance ○ Signed 2017 Federal Tax Return (include if applicable, Schedule C, F, & 1099s) – (parent and student) ○ 2017 W2(s) – (parent and student) ○ Attach appropriate supporting documentation

I agree to allow the financial aid administrator to review my information to determine if my request can be accommodated. I further understand that I may be asked for additional information or that my request can be partially or completely denied. I understand that if this form is incomplete or lacks the required documentation, no action will be taken. **Your request for special circumstance cannot be processed until your original 19-20 FAFSA has been completed and verified. Please allow up to six to eight weeks of processing once all required documentation has been received.**

Signatures:

Student

Date

Parent (If Dependent)

Date