



Student Name

PC ID

2023-2024 Special Circumstances Form

The 2023-2024 Free Application for Federal Student Aid (FAFSA) uses 2021 tax return financial information. If your financial situation has changed in the last two years, you may request the Financial Aid Office review your information with new documentation.

The Financial Aid Office at Presbyterian College uses the Federal Methodology to calculate financial need. By signing this form, you agree to the following:

1. _____ I give permission to the Financial Aid Office at Presbyterian College permission to update the information on my FAFSA.
2. _____ I understand additional aid is not guaranteed.
3. _____ I understand that I need to follow all deadlines for enrollment while this form is being processed. This includes but is not limited to paying the balance on my invoice.
4. _____ I understand this form will not be processed until 1) all signatures are submitted, 2) all supporting documentation sent, and 3) a letter of explanation is provided.

The best person to contact in regards to this form is: _____
Parent's Email

Student Information

Student First Name

Student Last Name

PC ID

Household Information

In the chart below, include the following:

- Yourself (the student).
- Your parent(s)/step-parent(s) (do not include non-custodial parent).
- Your parents' other children if: (a) The parents/step-parents will provide more than half of their support from July 1, 2023 - June 30, 2024. (b) The children would be required to provide parental information when applying for federal student aid.
- Other people if they now live with your parents/step-parents, and your parents/step-parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2023 - June 30, 2024.
- Write in the name of the college for any household member who will be attending at least half time between July 1, 2023 - June 30, 2024, and will be enrolled in a degree, diploma or certificate program.



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Household Information Continued...

Full Name of Family Member	Relationship to Student	Age	Name of College Attending	Attending Full Time (at least 12 hours)
	Self			Y or N

Special Circumstances

1. Was/is your income and/or your spouse's or parents' income less in 2022, 2023, 2024 than in 2021?

2. Do you plan to withdraw from retirement or other investments as a result of your special conditions? (If YES, please explain in attached letter.)

2. Is one or more of your parents now considered a Dislocated Worker? (Department of Education definition – A person who meets ALL of the following requirements: was terminated or laid off from employment or received a notice of termination or layoff, is eligible for or has exhausted unemployment compensation, OR was not eligible for it because, even though you have been employed long enough to demonstrate attachment to the workforce, had insufficient earnings or performed services for an employer that weren't covered under a state's unemployment compensation law; AND, are unlikely to return to a previous industry or occupation.)
YES or NO

Families may experience one or more special circumstances and it is difficult to capture the many possibilities. Please review these options and know that you may adapt them as they fit your family situation. The two required documents regardless of your circumstances are:

1. Letter of Explanation
2. Supporting Documentation



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Circumstances may include but are not limited to:

- **Unemployment:** It is Presbyterian College's policy that the parent be without a job for at least three months before a review will be completed. This allows for severance, unemployment benefits or new employment to take place to know the exact effect the unemployment may have on a family. Once three months have passed, please submit unemployment documentation, last pay stub, new pay stub (if found new employment), 2022 or 2023 tax information – if filed and less than 2021, and any other documentation that may be helpful.
- **Divorce/Separation:** If your family has experienced a divorce or separation since filing your taxes and/or FAFSA, please attach copy of divorce/separation agreement and proof of separate households (i.e., utility bills, rental agreements, etc.)
- **Child Support:** If you student is no longer eligible for child support, please submit documentation on how much child support has been lost.
- **One-time Income:** If you have received a one time income (Examples: inheritance, moving allowance, severance or IRA/pension distribution). Please identify the source of income and how the funds were spent or invested in attached letter of explanation. Also, self-certify in the letter of explanation that you do not intend on receiving the on-time income in future years. For rollovers, please submit a copy of your 1099-R.
- **Volatile Income:** It is Presbyterian College's policy to review families who experience volatile income from year to year based on commission, sales, or other economic conditions. A 3-year average will be used and the last three years' tax returns will need to be submitted.
- **Out of Pocket Medical/Dental Expenses:** It is Presbyterian College's policy to review expenses paid toward medical costs if a Schedule A is filed. Please provide a copy of the Schedule A.
- **Day Care/Elementary/Secondary Education:** It is Presbyterian College's policy to review expenses paid for day care/elementary/secondary education if there is a documented reason to attend such a school with services that a public institution cannot provide AND this creates a financial hardship to the family. Please submit supporting documentation such as a letter from institution with amounts paid out of pocket listed.
- **Extended Family Support:** If you provide more than 50% of support for someone not listed in your household, provide the monthly amount with supporting documentation.
- **Other:** Families may experience unusual circumstances from time to time that we may not have covered above. Please provide an explanation and submit relevant supporting documentation.



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Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Student Signature and Date

Parent Signature and Date