

## 2024-2025 SPECIAL CIRCUMSTANCES APPEAL - DEPENDENT

**Directions** - If you have extenuating circumstances that the standard federal formula of analyzing need does not consider, please complete this form and return it to our office. Processing time for these appeals can be up to four weeks.

All documents are required prior to the appeal being reviewed. Incomplete appeals will not be reviewed. After the appeal is reviewed, you will receive an email with a decision status and any changes if applicable. If you have any questions please reach out to the Office of Financial Aid, [Finaid@stmartin.edu](mailto:Finaid@stmartin.edu), 360-688-2150 or visit Old Main 250.

PART A. STUDENT INFORMATION		
Name (last, first, middle initial)	Student ID# 000	Phone (include area code)
PART B. TYPE OF SPECIAL CIRCUMSTANCE		
(x)	Check all that apply and submit the required documents. This includes a personal statement.	
	<b>Retirement:</b> <ol style="list-style-type: none"> <li>1. Letter of separation from employer</li> <li>2. Copy of last pay stub showing earnings</li> <li>3. Statement of retirement benefits</li> <li>4. Signed Copies of 2022 &amp; 2023 1040s and all schedules that were filed with the returns OR Tax Return Transcripts</li> <li>5. V1 Dependent Verification Form</li> <li>6. Complete a written statement explaining your circumstance</li> </ol>	
	<b>Death of a Parent/Spouse:</b> <ol style="list-style-type: none"> <li>1. Copy of death certificate or obituary notice with dates after FAFSA was filed</li> <li>2. Signed Copies of 2022 &amp; 2023 IRS Tax Returns and all schedules that were filed with the returns or Tax Transcripts</li> <li>3. Copy of 2022 and 2023 W2s for surviving parent</li> <li>4. V1 Dependent Verification Form</li> <li>5. Complete a written statement explaining your circumstance</li> </ol>	
	<b>Loss of Employment due to Layoff or Termination:</b> <ol style="list-style-type: none"> <li>1. Letter on employer company letterhead with last date of employment</li> <li>2. Proof of severance/buy-out package and year-to-date income</li> <li>3. Copy of unemployment benefits OR statement of ineligibility</li> <li>4. Copy of last pay stub showing earnings</li> <li>5. Signed Copies of 2022 &amp; 2023 IRS Tax Returns and all schedules that were filed with the returns or IRS Tax Transcripts</li> <li>6. V1 Dependent Verification Form</li> <li>7. Complete a written statement explaining your circumstance</li> </ol>	
	<b>Change in Employment Status, from full-time to part-time, or reduction in wages:</b> <ol style="list-style-type: none"> <li>1. Letter on employer company letterhead with the change effective date</li> <li>2. Documentation of year-to-date income</li> <li>3. If you reduced work hours to attend school, provide a statement to explain</li> <li>4. Copy of last pay stub showing earnings</li> <li>5. Signed Copies of 2022 &amp; 2023 IRS Tax Returns and all schedules that were filed with the returns or Tax Transcripts</li> <li>6. V1 Dependent Verification Form</li> <li>7. Complete a written statement explaining your circumstance</li> </ol>	
	<b>Loss of Other Income from child support, etc.:</b> <ol style="list-style-type: none"> <li>1. Letter regarding ending payments from parent paying child support</li> <li>2. Statement from the Court, including stop dates and amounts</li> <li>3. Signed Copies of 2022 &amp; 2023 IRS Tax Returns and all schedules that were filed with the returns or Tax Transcripts</li> <li>4. V1 Dependent Verification Form</li> <li>5. Complete a written statement explaining your circumstance</li> </ol>	
	<b>Non-recurring income - IRA or pension distribution, inheritance, etc.:</b> <ol style="list-style-type: none"> <li>1. Documentation of income type and amount</li> </ol>	

	2. Documentation of how the funds were spent or invested 3. Signed Copies of 2022 & 2023 IRS Tax Returns and all schedules that were filed with the returns or Tax Transcripts 4. V1 Dependent Verification Form 5. Complete a written statement explaining your circumstance
	<b>Marital separation or divorce after the FASFA was filed:</b> 1. Copy of divorce decree or documentation of separation (Separate Maintenance Agreement/attorney's letter) 2. Proof of separate residences 3. Explanation of when divorce will be filed and when separation started 4. Documentation verifying child support you are receiving for minor children 5. Signed Copies of 2022 & 2023 IRS Tax Returns and all schedules that were filed with the returns or Tax Transcripts 6. Copy of 2022 and 2023 W2s for custodial parent 7. V1 Dependent Verification Form 8. Complete a written statement explaining your circumstance
	<b>Private School K-12 Tuition:</b> Letter from the child's school stating the 2023-24 tuition minus scholarships/discounts; which identifies the child by name and a written statement explaining the request.
	<b>Non-reimbursed Medical/Dental Expenses:</b> 1. Documentation of medical/dental expenses for 2023 or 2024 2. Signed Copies of 2022 & 2023 IRS Tax Returns and all schedules that were filed with the returns or Tax Transcripts with itemized deduction worksheet if applicable 3. V1 Dependent Verification Form 4. Complete a written statement explaining your circumstance
	<b>Other:</b> 1. Supporting documentation related to your request 2. Signed Copies of 2022 & 2023 IRS Tax Returns and all schedules that were filed with the returns or Tax Transcripts 3. V1 Dependent Verification Form 4. Complete a written statement explaining your circumstance
<b>Part C. Required – Statement of Explanation</b>	
Please attach Statement of Explanation on a Separate Sheet	
<b>Part D. Certification</b>	
You must sign this form certifying that the information you provided is true. Misrepresentation of facts in connection with this form may be sufficient cause, in and of itself, for cancellation or repayment of financial aid, whenever discovered.	
Student Signature  x	Date

**Return this form to:**

Office of Financial Aid – Old Main 250

**Email:** [Finaid@stmartin.edu](mailto:Finaid@stmartin.edu)

**Phone:** (360) 688-2150

**Upload via Secure Drop Box:**



Office of Financial Aid Use Only:

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Global Comments in PFAIDS: \_\_\_\_\_