2013-2014 FINANCIAL AID
SPECIAL CONSIDERATION FORM

Student’s Name: ____________________________   Neumann ID: _______________

The Free Application for Federal Student Aid (FASFA) does not take into account a student’s entire financial situation but does allow for special/unusual circumstances to be reviewed by the Office of Financial Assistance and fax all documentation and this completed, signed form to 610-558-5652 or mail to:

Office of Financial Assistance
Neumann University
One Neumann Drive, Aston, Pa. 19014-1298

Required Documentation

1. A letter explaining why the student should be considered for additional financial aid. Be specific, providing dollar amounts, dates, etc.

2. A 2012 IRS tax return transcript for both the student and parent(s). If an amended tax return was filed for any party, please submit a copy of the amended return.

3. Attach the last pay stub received showing the year-to-date earnings or a statement from an employer indicating the amount earned to date for both the student and parent(s), if working. On the statement, indicate whether the employee was paid weekly, biweekly or monthly.

4. Attach official documentation to confirm the amount of unemployment benefits, if applicable. NOTE: Please be aware that a Special Consideration Form due to job loss may not be submitted until ten weeks after separation from employment.

5. Attach a statement for all untaxed benefits or non-cash benefits received.

6. In the case of Divorce/Separation:
   a. If dependent, please provide a copy of the 2012 IRS tax return transcript of the parent with whom the student lives and verification that the student’s parents are living at separate addresses. Proof consists of tax return transcripts, utility bills or lease/mortgage documents with different addresses for each party.
   
   b. Provide information about any support received by the parent with whom you reside.
   
   c. If the student is independent and filed either married or married filing separately, send proof of separate addresses for both the student and his or her spouse. Proof consists of tax return transcripts, utility bills or lease/mortgage documents with different addresses for each party.

7. If requesting special consideration for out-of-pocket private elementary or high school tuition, please supply an invoice from the relevant school.

_________________________  ___________________________
Student Signature                     Date                Parent’s or Spouse’s Signature      Date