Neumann University Financial Aid Special Circumstance Form 2027-2028

Student ID#_____ Student Name_____

This form is intended to notify the Financial Aid Office of circumstances that are not reflected on the 2027-2028 FAFSA, which could have an impact on your federal aid. If your request is approved, we cannot approve an identical case in future years. This form cannot be used to reevaluate Pennsylvania state grants. If you are a a resident of Pennsylvania, you should contact PHEAA at 800-692-7392 to obtain their special circumstance form.

Any documentation requested is necessary and must be submitted for evaluation so that each request may be Considered fairly and consistently. Please allow a minimum of ten working days after all documentation has Been received for an appeal decision.

- ☐ Unemployment, change in employment, or loss of benefit (Social Security or Child Support)
  - Submit letter from employer, termination letter or DD214, final pay stub with year-to-date summary (including gross wages) and 2025 and 2026 federal tax return transcript –must be at least 10 weeks from loss of employment.
  - Submit letter from Social Security Administration, or Form 1099 for 2025 and 2026, or a divorce decree that indicates when child support ends and a 2025 and 2026 federal tax return transcript.
- ☐ Marital status change
  - Submit divorce decree/separation agreement if legally separated. Submit a 2025 and 2026 federal tax return transcript, utility bills or lease/mortgage documents with different addresses for each party.
  - Submit a marriage certificate if you married after you completed the 2027-2028 FAFSA. Submit a 2025 and 2026 federal tax return transcript for yourself and your new spouse.
- ☐ Death of student's parent or spouse resulting in reduced household income
  - Submit documentation such as death certificate. Provide a 2025 and 2026 federal tax transcript.
- ☐ Medical expense – large medical debt not covered by insurance. (Not Cosmetic Procedures)
  - Submit a 2025 and/or 2026 federal tax return transcript, including all schedules. Submit copies of canceled checks and/or statements showing expenses that were paid in 2025 and/or 2026. Do not include any premiums paid for your medical insurance.
- ☐ One-time income distribution (inheritance, moving expense allowance, back year social security payment, or IRA/pension distribution)
  - Provide documentation to identify the source of income and a 2025 and 2026 federal tax return.
- ☐ Other Significant Expenses – not included in current FAFSA information (Elementary/Secondary Education, Disabled/Elderly Dependent Care, etc.)
  - Documentation detailing costs, proof of payments, and current tax record with schedules.
  - For education costs- school documentation on their letterhead

Please provide a written explanation detailing the reason for your request (attach additional pages if necessary):

Student Signature _____ Date _____

Phone Number _____ Email _____

Parent Name (Printed) _____ Parent Signature _____

Your documentation must contain an original signature. We cannot accept forms containing typed signatures.

I certify that all information provided by me and accompanying this form is true and complete to the best of my knowledge. I understand that if I receive financial aid based on incorrect information, I will have to pay it back. I also understand that if I purposely give false or misleading information, I may be fined, sent to prison, or both.

Due to recent guidance issued by the Department of Education, we can no longer accept documentation with any Personally Identifiable Information (PII) via unsecured methods (email). This includes documentation containing social security numbers, date of birth, etc. We are unable to accept documentation by email. To expedite processing, please submit all documentation through the Student Self Service Portal or you may bring the documents in person to the Financial Aid Office, Bachman Main Building, Room #151.
Your documentation must contain an original signature. We cannot accept forms containing typed signatures.

Please note – If the FAFSA has been selected for verification, all required documentation must be submitted to the Office of Financial Aid prior to review of the special consideration request.