



## 2016-2017 FINANCIAL AID SPECIAL CONSIDERATION FORM

Student's Name: \_\_\_\_\_ Neumann ID: \_\_\_\_\_

**The Free Application for Federal Student Aid (FAFSA) does allow for special/unusual circumstances to be reviewed by the Office of Financial Assistance. Please return all documentation and this completed, signed form to:**

Office of Financial Assistance  
Neumann University  
One Neumann Drive, Aston, Pa. 19014-1298  
Fax: 610-558-5652

### 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 2015 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 2015 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, out-of-pocket medical costs or other unusual circumstances, please supply an invoice from the relevant school and/or detailed receipts.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's or Spouse's Signature

\_\_\_\_\_  
Date

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