



## Financial Assistance Special Consideration Form 2019-2020

The Free Application for Federal Student Aid (FAFSA) does allow for special/unusual circumstances to be reviewed by the Office of Financial Assistance. If a professional judgment request is submitted, the student will be institutionally selected for verification (if not previously selected).

Student ID# \_\_\_\_\_ Student Name \_\_\_\_\_

Prior to submitting your request, please consider the following:

- Allow a minimum of ten business days for the completion of the process upon receipt of all requested documentation.
- Any documentation requested is necessary and must be submitted for evaluation so that each request may be considered fairly and consistently.

If your request is approved, we cannot approve an identical case in future years. You may not re-appeal for the same academic year unless the decision is pending, and you are asked to submit more information.

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For consideration of your special circumstance, please complete the following steps:

1. Place a check beside any situation that may apply, as listed below, and submit the required documentation.
  - Be sure your name and student identification number are on each document you submit.•
2. Provide a brief description explaining your special circumstances.

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- Unemployment or change in employment – loss of employment must be a minimum of ten weeks
    - Submit letter from employer, termination letter or DD214, final pay stub with year to date summary (including gross wages) and 2017 and / or 2018 federal tax return transcript.
  - Marital status change
    - Submit divorce decree/separation agreement if legally separated. Submit a 2017 and /or 2018 federal tax return transcript and all 2017 and /or 2018 W-2s, utility bills or lease/mortgage documents with different addresses for each party.
    - Submit marriage certificate if you have married after you completed the FAFSA. Submit a 2017 and /or 2018 federal tax return transcript for yourself and new spouse.
  - Death of student's parent or spouse resulting in reduced household income
    - Submit documentation such as death certificate. Provide a 2017 and / or 2018 federal tax transcript.
  - Loss of benefit (social security benefits or child support because child turned 18)
    - Submit letter from Social Security Administration, or Form 1099 for 2017 and / or 2018, or a divorce decree that indicates when child support ends and a 2017 and / or 2018 federal tax return transcript.
  - Received 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 2017 and / or 2018 federal tax return transcript.
  - Medical expense – large medical debt not covered by insurance
    - Submit a 2017 and /or 2018 federal tax return transcript. If you took the standard deduction and did not itemize (Schedule A), submit copies of canceled checks and/or statements showing expenses that were paid in 2017 and /or 2018. Do not include any premiums paid for your medical insurance.

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

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I certify that all information provided by me and accompanying this form is true and complete to the best of my knowledge. I understand the special consideration approval one year does not guarantee approval of any further considerations and 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.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Parent Signature

Important: The 2019-20 FAFSA calculated your EFC based on 2017 tax information. Submitting tax return transcript(s) for 2017 is not required if taxes were linked to the 2019-20 FAFSA using the Data Retrieval Tool (DRT). If the DRT was not used or not available, 2017 and 2018 federal tax return transcripts will be required for submission of a special consideration request. To obtain IRS tax return transcript(s), go to [www.irs.gov](http://www.irs.gov), call 1-800-908-9946, or complete and submit federal form 4506T. If you are married and you and your spouse filed separate tax returns, you must submit tax return transcripts for both you and your spouse.

Please return all documentation and this completed form to:

Office of Financial Assistance  
Neumann University  
1 Neumann Drive  
Aston, PA 19014-1928  
Fax: 610-558-5652

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.

\_\_\_\_\_  
For Office Use Only

Certification: I hereby use my professional judgment based on the information and documentation provided.

Approved

Denied

Financial Assistance Counselor: \_\_\_\_\_

Date: \_\_\_\_\_