

## Financial Aid Special Circumstances Form 2025-2026

**Name**

Last	First	MI
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**Student ID**

**Phone Number**

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This Special Circumstances Form may be used by you and your family to report unusual circumstances not addressed on the Free Application for Financial Federal Student Aid (FAFSA) that you believe affect your ability to contribute to your education at Reynolds Community College. These circumstances may be conditions that negatively impacted your 2023 finances when compared to the 2022 income reported on the 2024-2025 FAFSA or adversely affect your current income due to extraordinary expenses. **Before the Financial Aid Office can review the information on this form, you must have previously filed a 2025-2026 FAFSA and completed the verification process if you were selected and previously awarded.**

The information provided on your original application may not be updated if your income reduction is not significant or appears inconsistent. Likewise, expenses for consumer goods and lifestyle choices may not be supported with additional financial aid resources.

Please complete all of the required information appropriate to your circumstances. It is your responsibility to provide all requested documentation. **Incomplete forms and forms without the appropriate documentation will not be processed. Reviews are done on a case-by-case basis. All decisions are final.**

- 1. Please check the reason for your special consideration request and attach the required documentation. Please note the Financial Aid Office reserves the right to request additional documentation, if needed.**

- ☐ **A. Unusual medical and/or dental expenses that were incurred during the tax year provided on the FAFSA.** *Documentation needed:* Copy of 2023 IRS Tax Return transcript and associated Schedule A and/or medical receipts and Explanation of Benefits forms.
- ☐ **B. Death, divorce, or separation has occurred since the FAFSA was filed.** *Documentation needed:* Copy of death certificate or divorce/separation decree, copy of 2023 IRS Tax Return Transcript, and 2023 W-2(s).
- ☐ **C. Loss of unemployment compensation.** *Documentation needed:* Letter from unemployment office stating start/end dates and benefit amount, and 2023 IRS Tax Return Transcript.
- ☐ **D. Loss of income parent and/or student (spouse, if applicable) from work due to layoff, closing of business, termination, or reduction in employment hours to attend school.** *Documentation needed:*
- A copy of the 2023 **AND** 2024 IRS Tax Return Transcript from the IRS including all schedules and W2 statements for these tax years.
  - Letter from previous employer documenting effective dates and severance, vacation, personal and sick leave pay out.
  - Copy of final pay stub from previous job.
  - Letter from unemployment office documenting effective dates and benefits received.
  - Copy of most recent pay stub from current job, if applicable
  - Documentation of any other income received during the calendar year
- ☐ **E. Other.** *Documentation needed may vary. Please explain your circumstance below.*

2. Please explain in detail the reason(s) for your request for special consideration and the details of your income reduction or unusual medical/dental expenses. Provide an additional sheet if necessary.

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**Certification Statement:** I (we) certify that the information provided on this form is complete and accurate to the best of my (our) knowledge. If I (we) provide false or misleading information, I (we) understand that I may be fined \$20,000, sent to prison, or both. I (we) understand that should the circumstance(s) identified in this form change due to subsequent employment and/or receipt of monies not available at the time of submission of this form, I (we) will notify the Office of Financial Aid immediately of these changes.

A parent's signature is only necessary when you were required to provide information about them on your 2025-2026 Free Application for Federal Student Aid (FAFSA).

_____ Student Signature	_____ Date
_____ Parent Signature	_____ Date

Signatures must be hand drawn or acceptable electronic signatures (typed names in script fonts are not acceptable). Submit this form through the upload tool by clicking on the to-do list item in the MyReynolds SIS Student Services Center to-do list, fax to (804) 371-3739, or submit to the Financial Aid Office in person. More information can be found at [https://www.reynolds.edu/pay\\_for\\_college/financial\\_aid/forms/index.html](https://www.reynolds.edu/pay_for_college/financial_aid/forms/index.html)