

VINCENNES UNIVERSITY

**2022-2023 SPECIAL CIRCUMSTANCES REQUEST
FOR A DEPENDENT STUDENT**

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| Student Financial Services Office 1002 North First Street Vincennes IN 47591 Ph: (812) 888-4361 Fax: (812) 888-4261 |
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Use this form to report recent changes to your or your parent(s) financial situation which may impair your family's ability to contribute toward the cost of your education for the 2022-2023 academic year (Fall 2022 through Summer 2023).

Deadlines: Fall only enrollment: all required documents must be submitted before November 1, 2022.

Spring only, academic year, or summer only enrollment: all required documents must be submitted before April 1, 2023.

STEP 1: Student Information

VU ID#: A00_____ Valid Email: _____

Student Name: _____ Student Cell Phone:(_____)_____

Address: _____ Parent Cell Phone:(_____)_____

City: _____ State: _____ Zip: _____ Home Phone:(_____)_____

STEP 2: Understanding the Purpose of this Request

Your 2022-2023 financial aid is based on 2020 income and federal tax information. This form provides guidance on how to document certain changes in your family's financial circumstances since 2020. This may allow us to reduce certain data elements on your FAFSA and may provide a result which more accurately and fairly reflects your family's current financial situation. The information you provide pertains solely to the student and parent(s) information required for the 2022-2023 FAFSA.

The list on the second page provides the most common circumstances that allow us to make this professional judgment. You may check with a financial aid counselor if you have other circumstances that might affect your FAFSA result (EFC- Expected Family Contribution). We must have documentable circumstances to make adjustments. Not all adjustments will change your financial aid eligibility. Federal student aid regulations require our office to document why we adjusted the data elements that go into re-calculating your EFC. Please submit all required documentation with this form. Additional information may be requested upon review of your request. **Incomplete requests will not be processed.**

Evaluating your request may take several weeks to complete. Submission of this form does not guarantee increased financial aid eligibility, and any increase may not cover the full costs incurred at Vincennes University. While a decision is pending on your request, you can receive the financial aid currently indicated on your MyVU account. You will be notified by email of the final decision made on your request. The decision we make on your request is final and cannot be appealed to the U.S. Department of Education.

You are responsible for payment of your account while your request is being processed.

We will NOT consider requests for any of the following circumstances:

- Bankruptcy
- Non-essential expenses (vacations, tithing, charitable giving, high mortgage payments, credit cards, etc.)
- Standard living expenses (utilities, cable bills, cell phone, vehicle loan, tax bills, small home repairs, transportation, etc.)
- One-time income used for non-essential purposes (second residence, additional vehicles, recreational vehicles, etc.)
- You already qualify for maximum Pell grant and loans because you have a zero EFC.

By signing this form, I certify all information is true and complete to the best of my knowledge. I agree to provide all documentation and information that will verify the accuracy of my request. I understand that if I purposely give false or misleading information, I may be prosecuted by the U.S. Department of Education. **I understand I am responsible for payment of my account at Vincennes University.**

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Parent Email: _____

STEP 3: Required Documentation and Reason for Request

You must provide the following documents and the required documentation specific to your request.

- A typed letter signed and dated by your parent(s) explaining the reason for this request.
- If you have not already done so, submit a completed 2022-2023 Dependent Verification Worksheet.
- If you have not already done so, submit signed copies of your and your parents' 2020 federal tax returns.

Loss of income, alimony, child support, or social security benefits in 2021 or 2022.

- Proof of all earnings for the person(s) who is losing or lost income.
 - Copies of 2020 W-2s, 1099s, and any schedules showing business or farm income.
 - If for 2021, provide a signed copy of 2021 federal tax return and schedules, along with all W-2s and 1099 forms.
 - If for 2022, provide last pay check stub from previous employer(s), printout of Unemployment benefits, most recent pay check stub if currently employed at a new job. Provide a written projection of income for the remainder of 2022 and any additional documentation that supports your income projection. If 2022 federal taxes have been completed at the time of your request, you may provide a signed copy with W-2s as documentation of income.
- If loss of employment: A letter on company letterhead signed and dated by employer indicating last day of employment. If you do not have such a letter, include the date of loss of job in your letter of explanation.
- If alimony or child support ended: Court document stating date of termination and the total amount received.
- If loss of other benefits: Provide documentation for the reason for the change in benefits and a letter stating the termination date of benefits; also include the total amount received for the year.

Legal separation or divorce occurred after filing the FAFSA.

PLEASE NOTE: If your parents were separated or divorced before you filed the 2022-2023 FAFSA, do not complete this request. Please call and ask to speak with a Counselor on how to separate incomes and correct your FAFSA.

- Copy of legal separation papers, divorce decree, or letter of intent from attorney on attorney's letterhead, include the date of legal separation, divorce, or the date parents were no longer living together.
- Copies of your parent's 2020 W-2s, 1099 forms and any schedules filed with a joint return. This is the parent you will live with and is on your FAFSA application.
- Complete and sign the Asset Information Request Form (online: vinu.edu/web/financial-services/2022-2023-forms).

Death of a parent after filing the FAFSA.

PLEASE NOTE: If your parent died before you filed the 2022-2023 FAFSA, do not complete this request. Please call and ask to speak with a Counselor for assistance on how to correct your FAFSA.

- Copy of Death Certificate.
- Copies of your parents' 2020 W-2s, 1099 forms, and any tax schedules filed with their tax return.
- Complete and sign the Asset Information Request Form (online: vinu.edu/web/financial-services/2022-2023-forms).

Significant medical, dental, nursing home, or dependent care expenses incurred in 2020 or 2021.

Expenses being claimed must have been paid out-of-pocket by parent(s) listed on the student's FAFSA. Expenses covered by insurance or reimbursed by a third party cannot be submitted for consideration. In addition, FAFSA already calculates an 11% Income Protection Allowance for families. Therefore, expenses must be over this 11% IPA to be considered.

- If expenses were paid in 2020, submit copies of all tax schedules filed with parents' 2020 federal tax return.
- If expenses were paid in 2021, submit a signed copy of your parents' 2021 federal tax return and all tax schedules.
- An itemized listing of expenses parent(s) paid out-of-pocket and receipts related to expenses being considered.
- Copies of insurance statements (Explanation of benefits) and/or cancelled checks showing out-of-pocket payments.

Exception to "normal" income due to an inheritance, gambling or lottery winnings, or an early withdrawal from a retirement plan.

- Copies of your parent(s) 2020 W-2s, 1099s, and any schedules showing business or farm income.
- A signed copy of your parents' 2021 federal tax returns and all schedules.
- Copies of your parents' 2021 W-2s and 1099 forms.
- Detailed documentation supporting your request, including receipts on how the funds were spent.

Other

- Detailed documentation supporting your request.