



**2024-2025 Special Circumstance
Change in household dynamics and, or
multiple siblings in college**

Name: _____

Student ID: _____

Email: _____@email.campbell.edu

Phone: _____

This application is a request for a review of special circumstances that you feel may change your financial aid eligibility. The Higher Education Act of 1965 (HEA) allows school's authority to adjust data elements reported on the Free Application for Federal Student Aid (FAFSA®) so that the Department of Education can recalculate the Student Aid Index (SAI). The SAI is the number that the school uses to determine a student's eligibility for need-based financial aid. The school does not have the authority to make direct adjustments to the SAI and can only change data elements that may change the SAI.

The Office of Financial Aid requires you to provide certain documents to support your claim regarding special circumstances. The review process begins with an evaluation of the accuracy of the information you submitted on your FAFSA. The Office of Financial Aid will evaluate the documents you submit along with your FAFSA information to determine if you are eligible for any financial aid adjustments. The U.S. Department of Education provides, in the Higher Education Amendments of 1998, a reaffirmation of the use of this type of appeal determining eligibility for federal financial aid. This provision allows for consideration of projected year income, rather than prior year income, to calculate a student's eligibility. If you meet a special circumstance requirement for the current award year, your eligibility may be recalculated.

Please Note:

1. Complete the Free Application for Federal Student Aid (FAFSA) for the current academic year and submit online at <https://studentaid.gov/h/apply-for-aid/fafsa> and use the Campbell University school code of 002913.
2. Complete this form and submit all supporting documentation through this secure link: <https://campbellu.egnyte.com/ul/bfbyPmkHBD>
Only submit this form when it is complete, including all required documentation and signatures. Incomplete appeals will not be considered.
3. Please include your Campbell student ID# on all documentation submitted to prevent delay of appeal.
4. Once your appeal and all supporting documentation has been received and reviewed at Campbell University, you will be notified through your CU email address of the outcome.
5. The appeal review and processing take 2-4 weeks once all required documents have been received. *Submission of the appeal in no way guarantees an adjustment to the student's financial aid and does not waive payment deadline dates.* It is recommended that the student complete all current award requirements and accept any financial aid that the student wishes to pay his/her bill.

STEP ONE: Explanation of Special Circumstances

Provide a typed, detailed letter of explanation regarding your current situation that you are asking us to consider. Please remember to include applicable dates and any documentation supporting your circumstance. If sufficient documentation is not provided, the application will be denied as the application will be incomplete. Please make sure your letter is signed and dated.

STEP TWO: Additional Required Documents

SITUATION (check the box for your situation)	SUPPORTING DOCUMENTATION (check if included)
<input type="checkbox"/> You have filed your FAFSA and since that time: <input type="checkbox"/> You have separated/divorced. Date: _____ <input type="checkbox"/> Your parents have separated/divorced. Date: _____ <input type="checkbox"/> Your spouse has passed away. Date: _____ <input type="checkbox"/> Your parent (s) passed away. Date: _____	<input type="checkbox"/> Copies of 2022 and 2023 IRS Tax Return Transcripts <input type="checkbox"/> Copies of all 2022 and 2023 W-2 <input type="checkbox"/> 2024-2025 Verification Worksheet <u>In Addition (as applicable)</u> <input type="checkbox"/> Copy of court documented separation/divorce or <input type="checkbox"/> Proof of separate addresses (Utilities bill/statement under separate address) <input type="checkbox"/> Copy of spouse’s death certificate or obituary <input type="checkbox"/> Copy of parent (s) death certificate or obituary
<input type="checkbox"/> You have filed your FAFSA and are a: <input type="checkbox"/> Dependent student and parents are paying college costs for you as well as other siblings. <input type="checkbox"/> Independent student and you are paying college costs for children or spouse. *Only out of pocket costs are considered*	<input type="checkbox"/> Copies of 2022 IRS Tax Return Transcripts <input type="checkbox"/> A 2024/2025 college/university Student Account statement for each sibling enrolled. <i>If a statement is not available at the time, an estimated cost worksheet on university letterhead is acceptable.</i> <input type="checkbox"/> A copy of each student’s 2024/2025 financial aid offer letter. <input type="checkbox"/> Proof of 2024/2025 enrollment at each sibling’s university. <i>This document must be from a university source or written on university letterhead.</i> <input type="checkbox"/> Statement, signed by parent/or independent student, providing actual out of pocket costs, per student(s). <input type="checkbox"/> Other documents, as requested.

By signing below, I certify that the information provided on this form is true and correct to the best of my knowledge. I understand that completing this form does not guarantee financial aid will be increased. I agree that, if requested, I will provide documentation to support the information provided on this form. I understand that failure to provide the requested information will result in the denial of this application. I understand that this form does not guarantee a change in the amounts or types of financial aid awarded and that the appeal decision may result in decreased eligibility for certain financial aid programs. The Office of Financial Aid will review all requests on a case-by-case basis and adjust if deemed appropriate. Finally, I understand that the financial aid administrator’s decision is final and cannot be appealed.

Student's Signature

Date

WARNING:
**If you purposely give false or misleading information on this worksheet, you
may be fined, be sentenced to jail, or both.**