



ALLEN UNIVERSITY  
OFFICE OF STUDENT FINANCIAL AID

2017-2018  
Special Circumstances Request Form

Student Social Security Number/ ID

Student Last Name

Student First Name

Students, spouses and parents who have recently experienced a significant change in their financial situation that may have an impact on available resources or have documented unusual expenses may request the Office of Financial Aid to re-evaluate financial aid eligibility. If approved an adjustment of your financial aid will be initiated.

**Special Circumstance Request may be used for the following situations:**

- Reduction in work hours or leaving job to pursue degree
- Unusual educational expenses not considered in the standard Cost of Attendance (COA).
- Unusual in-direct education expenses required for you to attend classes or complete your program
- Loss of financial benefits due to age or other reason

**In order to be considered for Special Circumstances you must:**

1. **Have a Completed FAFSA Application on file.** You must have a complete, valid 2017-2018 FAFSA on file at the time of submitting this form.
2. **Complete your Allen University financial aid file.** You must complete and submit all required documents prior to being awarded financial aid and being considered for special circumstances.
3. **Submit Required Documents.** Submit request to the **Office of Student Financial Aid, Allen University, 1530 Harden Street, Columbia, SC 29204** or you may fax your request to **803-765-6052**. Incomplete request, lack of documentation or invalid documentation will not be considered. Special Circumstances review is based on the information that **you** provide to the Office of Student Financial Aid, **you are required to submit the supporting documentation with your request:** (This does not warrant an automatic approval of your Special Circumstances Request).

**Required Documentation**

- |   |   |
|---|---|
| <input type="checkbox"/> Completed Special Circumstances Request Form   | <input type="checkbox"/> Additional Education Cost  |
| <input type="checkbox"/> Verification of Unusual Expenses   | <ul style="list-style-type: none"><li>• Computer cost</li><li>• Lab fees</li><li>• Extra-credit hours</li></ul>                               |
| <ul style="list-style-type: none"><li>• Receipts of Payments</li><li>• Billings for Charges</li><li>• Certified statement of Cost</li></ul> | <input type="checkbox"/> Verification of loss of educational resources affecting financial aid (verification from agency on letterhead, etc.) |
| <input type="checkbox"/> Medical Statements/ Bills  |   |
| <input type="checkbox"/> Other Documents as appropriate   |   |

4. **Processing:** Processing of each request may take 2 – 4 weeks. If your request is approved, you will receive a revised offer of Financial Aid showing the changes to your eligibility based on the Special Circumstances recalculation.

**Financial aid will be awarded based on the availability of funds at that time.**



ALLEN UNIVERSITY  
OFFICE OF STUDENT FINANCIAL AID

2017-2018  
Special Circumstances Request Statement

\_\_\_\_\_  
Student Social Security Number/ ID

\_\_\_\_\_  
Student Last Name

\_\_\_\_\_  
Student First Name

Students, spouses and parents who have recently experienced a significant change in their financial situation that may have an impact on available resources or have documented unusual expenses may request the Office of Financial Aid to re-evaluate financial aid eligibility. If approved an adjustment of your financial aid will be initiated.

**Explain in detail, how and why your current financial situation has changed. Please include your specific financial aid revision request and submit documentation to support your request.**

**Failure to provide a statement of Special Circumstances will result in an automatic denial of the petition. Additional pages may be attached.**

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\_\_\_\_\_

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

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

<b>Action Taken</b> _____ _____ _____ _____ _____ _____ _____ _____ _____
<b>Counselors Initials:</b> _____