



ALLEN UNIVERSITY
OFFICE OF STUDENT FINANCIAL AID

2018-2019
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 2018-2019 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 **803-799-3042**. 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">• Computer cost• Lab fees• Extra-credit hours |
| <ul style="list-style-type: none">• Receipts of Payments• Billings for Charges• Certified statement of Cost | <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.



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2018-2019
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.

Student Signature: _____

Date: _____

Action Taken _____ _____ _____ _____ _____ _____ _____ _____ _____
Counselors Initials: _____