

WAYNESBURG UNIVERSITY
2019-2020
SPECIAL CIRCUMSTANCES APPLICATION

STUDENT'S NAME _____ SS# _____ - _____ - _____

ADDRESS _____ PHONE _____

PARENTS' NAMES _____

Federal financial aid regulations allow financial aid administrators the ability to re-process a student's aid eligibility based on special or unusual circumstances that a family has encountered in their lives. Some examples of these special circumstances are: loss of employment, loss of untaxed income/benefits, marital separation, divorce, death, disability or a significant reduction in actual or anticipated income. In order to process this application, the applicant must submit the following information to the Waynesburg University Financial Aid Office:

1. Signed copies of the student's (and spouse's if married) 2017 and 2018 federal tax returns.
2. Signed copies of the dependent student's parents' 2017 and 2018 federal tax returns.
3. Documentation of student's and parents' 2017 and 2018 untaxed income and/or benefits.
4. A 2019-2020 Federal Verification Worksheet (www.waynesburg.edu/Financial Aid/Financial Aid Forms)
5. If there is a loss or reduction of employment, submit appropriate documentation (letter) from employer.

In addition to these, please explain below why you or your family qualifies for a "special circumstance." Please state not only the reason (e.g., parent became unemployed, loss of child support, one time borrowing from 401K), but also the dates involved (e.g., parents separated on May 1, I became unemployed on June 2). Please be as detailed as possible and attach any and all appropriate documentation (e.g., copy of last pay stub/check, severance letter, 1099-R Form).

****OVER****

PROJECTED 2019 TAXABLE (WAGES AND UNEMPLOYMENT) INCOME

STUDENT'S YTD _____ EST. INCOME TO 12/31/2019 _____ TOTAL _____
SPOUSE'S YTD _____ EST. INCOME TO 12/31/2019 _____ TOTAL _____
FATHER'S YTD _____ EST. INCOME TO 12/31/2019 _____ TOTAL _____
MOTHER'S YTD _____ EST. INCOME TO 12/31/2019 _____ TOTAL _____

PROJECTED NONTAXABLE 2019 INCOME/BENEFITS

STUDENT'S YTD _____ EST. INCOME TO 12/31/2019 _____ TOTAL _____
SPOUSE'S YTD _____ EST. INCOME TO 12/31/2019 _____ TOTAL _____
FATHER'S YTD _____ EST. INCOME TO 12/31/2019 _____ TOTAL _____
MOTHER'S YTD _____ EST. INCOME TO 12/31/2019 _____ TOTAL _____

PLEASE EXPLAIN HOW THESE ESTIMATED, PROJECTED 2019 YEARLY AMOUNTS WERE

CALCULATED (e.g., \$500 bi-weekly unemployment check X 20 weeks = \$10,000):

By signing this worksheet, I (we) certify that all of the information reported on this application to re-access my eligibility for federal and institutional student aid is complete and accurate. Should our financial circumstances change at any time in 2019, I (we) will notify the Financial Aid Office immediately.

Student's Signature _____ Date _____

Spouse's Signature _____ Date _____

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

If you have any questions regarding this form, please contact the Waynesburg University Financial Aid Office at 724-852-3208 or finaid@waynesburg.edu.