

## Special Circumstance Appeal Information

If a household has experienced a reduction in income or extraordinary expenses, the Financial Aid Office may be able to recalculate a student's eligibility for federal financial aid using current household income information. The Free Application for Federal Student Aid (FAFSA) must be on file, and, if selected, the verification process must be completed with the Kaskaskia College Financial Aid Office before a Special Circumstance will be considered.

Income Reduction—Must show at least a 20% reduction in Gross Income. Event must have occurred at least 6 weeks prior to the Special Circumstance Appeal being filed.

### TYPES OF SPECIAL CIRCUMSTANCE APPEALS AND DOCUMENTATION NEEDED

- Loss/Change in Employment
  - Separation Notice or Letter from Employer regarding change in job status
  - Copy of most recent paystubs for household members
  - Notice of application for Unemployment Benefits and Maximum Benefit Letter
  - Documentation of any income received for the current year
  - Copy of the Tax Returns, W-2 forms, and 1099 forms used to complete the FAFSA
  - Copy of the Tax Returns, W-2 forms, and 1099 forms for the previous tax year
  - Verification Group 1 Worksheet and Special Circumstance Appeal Form—Both forms can be obtained from the Financial Aid Office or the Document Center on MyKC
- Separation/Divorce of Parents if dependent student or from Spouse if independent student
  - Copy of separation papers or agreement or divorce decree/settlement
  - Copy of the Tax Returns and W-2 and 1099 forms used to complete the FAFSA
  - Copy of the Tax Returns and W-2 and 1099 forms for the prior tax year
  - Verification Group 1 Worksheet, Verification of Separation/Divorce Status Form and Special Circumstance Appeal Form—Forms can be obtained from the Financial Aid Office or the Document Center on MyKC
- Death of Parent if dependent student or Spouse if independent student
  - Copy of Death Certificate
  - Copy of the Tax Returns and W-2 and 1099 forms used to complete the FAFSA
  - Copy of the Tax Returns and W-2 and 1099 forms for the prior tax year
  - Verification Group 1 Worksheet and Special Circumstance Appeal Form—Both forms can be obtained from the Financial Aid Office or the Document Center on MyKC
- One-time Income
  - Provide the Source, Amount of Income, and Reason Funds are Not Available for Educational Purposes in the summary section of the Special Circumstance Appeal Form
  - Copy of the Tax Returns and W-2 and 1099 forms used to complete the FAFSA
  - Copy of the Tax Returns and W-2 and 1099 forms for the prior tax year
  - Verification Group 1 Worksheet and Special Circumstance Appeal Form—Both forms can be obtained from the Financial Aid Office or the Document Center on MyKC
- Loss of Benefits
  - Copy of the Tax Returns and W-2 and 1099 forms used to complete the FAFSA
  - Copy of the Tax Returns and W-2 and 1099 forms for the prior tax year

- Verification Group 1 Worksheet and Special Circumstance Appeal Form—Both forms can be obtained from the Financial Aid Office or the Document Center on MyKC

Extraordinary Expenses—Must demonstrate that 30% of the Adjusted Gross Income was utilized for expenses

- Medical/Dental expenses not covered by insurance. The Department of Education uses an Income Protection Allowance when calculating a student's EFC. This allowance accounts for 11% of the AGI toward medical expenses. This amount will be subtracted from the expense when calculating the Special Circumstance.
  - Copy of the 2020 Federal Tax Return including all schedules or
  - Copies of PAID receipts for the expenses incurred during 2020
- Elementary and Secondary School Tuition Payments
  - Signed statement, payment summary, or billing detail from the elementary or secondary school stating tuition paid or to be paid for the 2021-2022 academic year minus any waiver, discount, or financial aid.
- Childcare/Daycare Payments
  - Signed statement, payment summary, or billing detail from childcare provider stating weekly childcare fee, amount subsidized by scholarship or State and/or Federal assistance programs, and the final weekly amount paid by the parent.
  - Date that the child was enrolled.