

TEXAS A&M UNIVERSITY - CORPUS CHRISTI
OFFICE OF STUDENT FINANCIAL ASSISTANCE
2019-2020 SPECIAL CIRCUMSTANCES FACT SHEET

The Free Application for Federal Student Aid (FAFSA) allows families to provide a snapshot of their income and assets that is used to determine your financial aid eligibility and package. Using this information all students undergo a consistent evaluation of the family's ability to pay for the direct costs of attending school. However, for some students this snapshot does not reflect their current financial situation. As a result, the U.S. Department of Education has given financial aid administrators limited authority to re-evaluate individual circumstances to help create a more appropriate financial aid award package. Below is a checklist of circumstances under which adjustments to your financial aid eligibility may be considered.

If you were required to report parental information on the FAFSA:

- Since applying for aid, has your parent or stepparent lost his or her job for at least 10 weeks in 2018 or 2019?
- Since applying for aid, has your parent or stepparent been unable to work and earn money in the usual way due to a disability or natural disaster for at least 10 weeks in 2018 or 2019?
- Did your parent or stepparent receive unemployment compensation or some untaxed income or benefit (such as court ordered child support or income or benefits from a public agency) in 2018 or 2019? If so, have they lost that benefit for at least 10 weeks in 2018 or 2019?
- When you completed your FAFSA, were your parents married? Are they now legally separated or divorced?
- Has one of your parents died since you completed the 2019-2020 FAFSA?

If you were not required to report parental information on the FAFSA:

- Since applying for aid, have you lost your job for at least 10 weeks in 2018 or 2019?
- Since applying for aid, did your spouse lose his or her job for at least 10 weeks in 2018 or 2019?
- Since applying for aid, have you or your spouse been unable to work and earn money in the usual way due to a disability or natural disaster for at least 10 weeks in 2018 or 2019?
- Did you or spouse receive unemployment compensation or some untaxed income or benefit (such as court ordered child support or income or benefits from a public agency) in 2017 or 2018? If so, have that benefit been lost for at least 10 weeks in 2018 or 2019?
- When you completed your FAFSA, were you married? Are you now legally separated or divorced?
- Has your spouse died since you completed the 2019-2020 FAFSA?

If you answered yes to any of these questions, you may qualify for re-evaluation of your financial aid eligibility. Please complete the appropriate section(s) of the 2019-2020 Special Circumstances Application that pertain to your individual situation. **DO NOT LEAVE ANY BLANKS. PLEASE ENTER ZERO IF THE AMOUNT IS ZERO.** Forms submitted with fields left blank will be returned as incomplete. Please allow 3-4 weeks for processing.

Mail the completed application to:
Texas A&M University-Corpus Christi
Office of Student Financial Assistance
6300 Ocean Drive, Unit 5772
Corpus Christi TX 78412-5772
361-825-6095 FAX

TEXAS A&M UNIVERSITY - CORPUS CHRISTI
OFFICE OF STUDENT FINANCIAL ASSISTANCE
 2019-2020 SPECIAL CIRCUMSTANCES APPLICATION

Name _____ Student ID A _____

Phone No. _____

STEP 1: Please check the circumstance which best applies to your situation. Please note required documentation for each situation that must be submitted.

- **Loss of income due to reduced employment, termination, or layoff:** the following documents must be submitted:
 - Letter from employer/former employer with an effective date of event
 - Copy of last paycheck stub/ year to date earnings statement
 - Copy of most recent paycheck stub from current job
 - Statement of Unemployment Benefits
 - Documentation of any severance pay
 - 2017 tax return transcript if DRT was not used (from both student and parent if dependent)
 - 2017 W-2's (from both student and parent if dependent)
 - 2018 tax return transcript (from both student and parent if dependent)
 - 2018 W-2's (from both student and parent if dependent)

- **Divorce/Legal Separation:** the following documents must be submitted:
 - Legal court documentation – i.e. divorce decree, legal separation papers or verification letter from attorney
 - Child support/alimony documentation
 - 2017 tax return transcript if DRT was not used (from both student and parent if dependent)
 - 2017 W-2's (from both student and parent if dependent)
 - 2018 tax return transcript (from both student and parent if dependent)
 - 2018 W-2's (from both student and parent if dependent)

- **Death of spouse/parent:** the following documents must be submitted:
 - Certificate of Death
 - Any documentation regarding survivor's benefits, including life insurance
 - 2017 tax return transcript if DRT was not used (from both student and parent if dependent)
 - 2017 W-2's (from both student and parent if dependent)
 - 2018 tax return transcript (from both student and parent if dependent)
 - 2018 W-2's (from both student and parent if dependent)

- **Disability:** the following documents must be submitted:
 - Medical documentation of disability with the effective date of disability
 - Last paycheck stub/year to date earnings statement
 - 2017 tax return transcript if DRT was not used (from both student and parent if dependent)
 - 2018 tax return transcript (from both student and parent if dependent)

- **Loss of unemployment compensation or worker's compensation benefits:** the following documents must be submitted:
 - Letter from unemployment office or Bureau of Workers Compensation, with start and end date and benefit amount
 - 2017 tax return transcript if DRT was not used (from both student and parent if dependent)
 - 2018 tax return transcripts (from both student and parent if dependent)

- **One-time income** *note: everyday living expenses will not be considered (ex: utility bill, car payments/gas payments, groceries, rent/mortgage, etc.), and winnings from gambling are not considered a special circumstance.
 - Documentation identifying the source of one-time income
 - Documentation how funds were spent (Submit receipts of \$100 or more, if applicable)
 - Documentation of amount of any remaining funds
 - Explanation of why income cannot be used for educational expenses

Student's Name: _____ ID: A _____

STEP 2: Family Information

Dependent List the people in your *parents' household* including:

- The student.
- The parents (including a stepparent) even if the student does not live with the parents.
- The parent's other children if the parents will provide more than half of the children's support from July 1, 2019 through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019-2020. Include children who meet either of these standards even if the children do not live with the parents.
- Other people only if they now live with the parents and the parents provide more than half of the other people's support and will continue to provide more than half of their support through June 30, 2020.

Independent List the people in the *student's household* including:

- The student.
- The student's spouse if the student is married.
- The student's children or your spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2019 through June 30, 2020, even if they don't live with the student.
- Other people only if they now live with the student and student or spouse provide more than half of the other people's support and will continue to provide more than half of their support through June 30, 2020.

Full Name	Age	Relationship	Name of College that this person will attend during the 2019-2020 academic year	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

Check this box if more space is needed and attach a list of these people, providing the same information as above for each person.

STEP 3: Tax Filer Status: Indicate your expected 2019 Federal Tax Filing Status of the individuals below.

- Student Did File Did Not File NA
- Spouse Did File Did Not File NA
- Parent 1 Did File Did Not File NA
- Parent 2 Did File Did Not File NA

Student's Name: _____ ID: A _____

STEP 4: Income Worksheet

Do not leave any blanks - worksheet must be completed.

Source: You must provide documentation of ALL sources of income, e.g. last pay stub, statement from employer, Social Security statement, etc.	Actual 1/1/19 - Today	Estimated Today - 12/31/19	Total <i>Actual + Estimate</i>
Expected 2019 income earned from work by student			
Expected 2019 income earned from work by spouse (I)			
Expected 2019 income earned from work by Parent 1(D)			
Expected 2019 income earned from work by Parent 2(D)			
Other taxable income: Include dividends, interest, pensions, annuities, alimony, unemployment compensation, capital gains, etc.			
Social Security Benefits			
Temporary Assistance to Needy Families (TANF)			
Child Support received			
Other untaxed income: welfare benefits, earned income credit, etc.			
TOTAL 2019 INCOME			

STEP 5: Letter of Explanation

You must provide a typed and signed brief statement explaining your request for special consideration. Be sure to specify on your letter, the date of loss of income.

STEP 6: Certification

I certify that the information provided on this form, and the accompanying documentation, is true and complete to the best of my knowledge. I agree to provide additional proof of the information that I have given on this form if requested by the Office of Student Financial Assistance. I understand that if I purposely provide false or misleading information on this worksheet I can be fined, sentenced to jail, or both. I understand that if I do not provide requested documentation, my Special Circumstances Application will not be processed.

Student's signature _____ Date _____

Spouse's signature (I) _____ Date _____

Parent's signature (D) _____ Date _____