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## 2017-18 SPECIAL CIRCUMSTANCE RE-EVALUATION

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### WHAT IS A SPECIAL CIRCUMSTANCES RE-EVALUATION?

When students and/or their families experience a change in circumstances such as a loss of income, the information on the Free Application for Federal Student Aid (FAFSA) may no longer accurately reflect their financial situation. In some cases, Financial Aid and Scholarships (FAS) may be able to adjust income information based on these "special circumstances" (if your EFC is not already 0). *Adjustments to income do not guarantee that additional financial aid will be awarded.*

### WHAT ADJUSTMENTS MAY BE CONSIDERED?

Adjustments may be considered for loss of income for the following reasons (FAFSA changes):

- Job termination/change/reduction of hours worked or retirement
- Marriage/divorce/separation/death of spouse after FAFSA filing
- Loss or reduction of taxable Social Security benefits
- Loss or reduction of child support/alimony received
- Child support paid
- Adjustments to parent income for non-discretionary medical/dental/disability expenses paid during the tax year (must exceed 11% of the "Income Protection Allowance" – see page 18 of the [2017-18 EFC Formula](#))

### HOW DO I REQUEST A SPECIAL CIRCUMSTANCES RE-EVALUATION?

1. Complete a 2017-18 Free Application for Federal Student Aid (FAFSA) online at [fafsa.ed.gov](http://fafsa.ed.gov).
2. Contact Financial Aid and Scholarships (FAS) to schedule an appointment with a Financial Aid Counselor.
3. If the Financial Aid Counselor determines that a Special Circumstances adjustment could benefit you, you will be provided instructions in that appointment.

DEADLINE TO SUBMIT REQUEST AND ALL SUPPORTING DOCUMENTATION FOR A 2017-18 SPECIAL CIRCUMSTANCE RE-EVALUATION  
MARCH 1, 2018

**Please note:** *Special Circumstances can only be considered when documentation is provided that will satisfy a review by federal auditors. Please submit all supporting documents requested.*

### HOW LONG WILL IT TAKE?

Your request for a Special Circumstances Re-Evaluation cannot be processed until your original application for financial aid has been completed and verified (if requesting a change to the FAFSA). Please allow up to four to six weeks for processing the request after your original application has been processed and all the required documentation has been received.

### WILL I GET MORE AID?

If Re-Evaluation results in increased eligibility for aid and if funds are available, you may receive additional assistance. If your Special Circumstances Re-Evaluation results in increased eligibility, you may be asked to provide documentation (federal income tax documents) at the end of the calendar year to verify the accuracy of your income projections or projected expenses. If changes need to be made and these changes result in reduced eligibility, you may have to repay aid. Please be aware that some grant funds are limited and may not be available when your Special Circumstance Re-Evaluation is completed. In addition, student loans are limited based on federal regulation.