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## Special Circumstances Request Form – Dependent Student | 2023-2024

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Occasionally, unusual circumstances exist that may warrant reconsideration of financial aid eligibility. These special circumstances may be changes that have occurred in your family and/or household since you filed the Free Application for Federal Student Aid (FAFSA). We have listed the circumstances that most commonly qualify a student to file a Special Circumstances request. Select as many circumstances as possible that fit your current situation and provide relevant documentation.

**Special Circumstances could include, but are not limited to, the following:**

- Unemployment or change in employment resulting in a significant decrease in annual income.
- Divorce or separation.
- Death of a parent or parent's spouse.
- Unusually high medical expenses not covered by insurance.

**Special Circumstances would NOT include items like:**

- High mortgage/car payments.
- Credit Card debt.

**To Qualify for a Special Circumstances Review, You Must:**

- Write a letter explaining your unique situation in detail,
- Complete all pages of this form,
- Provide all requested documentation,
- Choose one or more of the situations outlined on the following pages.

If your circumstance(s) does NOT fit into one of the options, you may still file the Special Circumstances Form. Please attach a letter explaining your situation as well as all relevant supporting documentation.

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Financial Aid Specialists will review your request based on the documentation submitted.  
Notification of the results will be sent to you via your LMC WaveLink account.

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**Submission Instructions: You must return this form in one of the following ways:**

**Print and mail OR return to:**

Financial Aid Office  
2755 E. Napier Avenue  
Benton Harbor, MI 49022

**OR FAX to:**

(269) 927-8183

**OR scan/email to:**

[FAforms@lakemichigancollege.edu](mailto:FAforms@lakemichigancollege.edu)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ LMC Student ID: \_\_\_\_\_

Please note: Filing this appeal does not guarantee additional financial aid. Some appeals may only result in the student receiving the maximum in subsidized loan eligibility and/or Pell grant eligibility. Please allow 3-4 weeks for processing.

### Loss of Income –

Reduction or loss of income from work must be for at least ten (10) weeks, or sufficient documentation of

Parent 1 (father/mother/stepparent) Date of layoff/termination: \_\_\_\_\_  
(please provide notification letter)

Parent 2 (father/mother/stepparent) Date of layoff/termination: \_\_\_\_\_  
(please provide notification letter)

Student Date of layoff/termination: \_\_\_\_\_  
(please provide notification letter)

Has the parent started another job? No Yes If yes, give start date: \_\_\_\_\_

Has the student started another job? No Yes If yes, give start date: \_\_\_\_\_

#### Required Documentation:

- Documentation verifying loss of/reduction in employment or earnings including effective date.
- A copy of the last pay statement showing gross earnings year-to-date income for all jobs worked for parent(s)
  - ❖ If more than one employer per parent, please include start/end date in written statement.
- Documentation of unemployment benefits from state agency
- Documentation of severance pay received, or IRA's, stocks, bonds, pensions, etc. (converted to cash).

### Loss of Child Support –

Reduction or loss of support must be permanent or longstanding (with sufficient documentation of change).

Student  Spouse  
Name of Child: \_\_\_\_\_

Amount received in 2022: \_\_\_\_\_ Date support ended: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Amount received in 2022: \_\_\_\_\_ Date support ended: \_\_\_\_\_

#### Required Documentation:

- A copy of legal separation/divorce decree that specifies amount of child support.
- Statement from the Friend of the Court documenting amount of child support change.

### Receipt of One-Time Income –

Consideration for a one-time income adjustment may only be reviewed once during a student's enrollment at Lake Michigan College.

#### Required Documentation:

- A signed copy of your 2021 U.S. Federal Tax Return and/or 1099 Form
- Written statement explaining the reason for early withdrawal

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ LMC Student ID: \_\_\_\_\_

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**Separation or Divorce of parents since 2021–**  
Please note that your parents must be residing in separate households and must provide documentation.

Date of separation/divorce: \_\_\_\_\_

Which parent will the student live with, or provide financial support?

Mother/Stepmother       Father/Stepfather

**Required Documentation:**

- A copy of supporting parent's most recent pay statement; and
- A copy of the divorce decree/legal separation papers; and
- Documentation of spousal support and/or child support; and
- Documentation of separate residence. Examples could include: rental agreements, utility bills, etc.

**Death of a Parent since 2021 –**

Mother/Stepmother      Date of death: \_\_\_\_\_

Father/Stepfather      Date of death: \_\_\_\_\_

**Required Documentation:**

- A copy of the death certificate; and
- Surviving parent's 2021 income information.

**Unaccompanied Homeless Youth –**

You are an unaccompanied homeless youth as defined and documented by the Higher Education Act of 1965.

**Required Documentation:**

- A letter detailing your current living situation
- Substantiating documentation
- Homeless Youth Verification Form (LMC website)

**Other circumstances not addressed in above categories –**

**Required Documentation:**

- Submit a statement that explains changes in your financial and/or family situation; and
- Supporting documentation.

## Student Certification

I certify that all information on this form is true, complete, and accurate. Upon request, I agree to provide proof of the information reported on this form. False statements or misrepresentation can be considered a cause for denial, reduction, withdrawal, and/or repayment of financial aid. I give permission to the Financial Aid Office to make corrections/adjustments to my data the the FAFSA based on forms and/or documents submitted.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_