



Special Circumstances Request Form – Dependent Student | 2024-2025

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 needed 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 of parents/legal guardians
- Death of parent(s) and/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.

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

**Forms are accepted either in paper, faxed scans or pdf only. Any submission of this form outside these formats, including web links and word documents, are not accepted. Submission of this form without a hand signed signature will not be accepted.*

Print and mail/Return in-person to:

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

FAX to:

(269) 927-8183

Scan and email to:

faforms@lakemichigancollege.edu

Financial Aid Specialists will review your request based on the documentation submitted.

Notification of the results will be sent to you via your LMC student profile.

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.

STUDENT CERTIFICATION

Upon signing this form below, 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 on the FAFSA based on forms and/or documents submitted.

Student Printed Name: _____

Student Signature: _____ **Date:** _____

First Name: _____ Last Name: _____ LMC Student ID: _____
LMC Email: _____

☐ **Loss of Income**

Reduction or loss of income from work must be for at least ten (10) weeks, or sufficient documentation of change in income with new employment must be provided.

☐ 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)

☐ **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 2022 U.S. Federal Tax Return and/or 1099 Form
- Written statement explaining the reason for early withdrawal

☐ **Death of a Parent/Legal Guardian –**

Loss of custodial parent(s)/legal guardian must have happened since filing the 2024-2025 FAFSA.

☐ Mother/Stepmother/Legal Guardian Date of death: _____

☐ Father/Stepfather/Legal Guardian Date of death: _____

Required Documentation:

- A copy of the death certificate
- Surviving parent's 2022 income information

☐ **Separation or Divorce of Parents/Legal Guardians–**

Please note that your parents/guardians must have divorced and be residing in separate households since filing the 2024-2025 FAFSA. Official court documentation specific to this timeframe must be provided.

Date of separation/divorce: _____

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

☐ Mother/Stepmother ☐ Father/Stepfather

Required Documentation:

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

☐ **Unaccompanied Homeless Youth –**

You are an unaccompanied homeless youth as defined and documented by the Higher Education Act of 1965, with no parental support or contact, and are otherwise unable to obtain parental tax information, and/or doing so would pose a risk to your safety or continued wellbeing.

Required Documentation:

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

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

Other extenuating circumstances not specifically listed in this form must have occurred since the student filed their 2024-2025 FAFSA.

Required Documentation:

- Submit a statement that explains changes in your financial and/or family situation
- Supporting documentation to substantiate your letter of explanation.