

Request for Review of Special Circumstances

2025-2026



NAME: _____ **OBU ID:** _____

EMAIL ADDRESS: _____ **PHONE:** _____

Complete this form if the income reported on your FAFSA (from two years prior) has significantly changed, and you would like the Financial Aid Office to review for a possible professional judgement adjustment to your FAFSA. Supporting documentation must be attached. All requests will be reviewed, but additional aid is not guaranteed.

REASONS FOR REQUEST:

_____ **LOSS OR CHANGE IN EMPLOYMENT**

Required documentation:

- Letter explaining your circumstances
- Termination notice or documentation of last day with former employer
- Notice of severance package
- Notice of unemployment benefits
- Employee's year to date paystub from former employer
- Documentation of 3 months of your current income – paystubs from current employer
- Most recent federal tax return or tax transcript (available at [irs.gov](https://www.irs.gov))

_____ **PARENT RETIRED**

Required documentation:

- Letter explaining your circumstances
- Copy of your most recent federal tax return or tax transcript
- Documentation of all monthly income including retirement income

_____ **SEPARATION / DIVORCE or DEATH OF FAMILY MEMBER AFTER FAFSA FILED**

Required documentation:

- Letter explaining your circumstances
- Copy of 2023 federal tax return or transcript and W-2s (so that we can separate out and only include one income)

_____ **ONE TIME SOURCE OF INCOME**

Required documentation:

- Letter explaining your circumstances and why non-recurring income is not available for college expenses
- Copy of 2023 federal tax return or transcript
- Documentation to identify the source of the income

_____ **OTHER EXTENUATING CIRCUMSTANCE**

Required documentation:

- Letter explaining your circumstances
- Any supporting documentation

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE