

Student Name \_\_\_\_\_ Westmoreland Student ID# \_\_\_\_\_

Special Circumstances are situations beyond an individual’s control that affect income reported on the 2023-2024 FAFSA. The Financial Aid Office welcomes you to use this form to appeal your family’s financial circumstances. Our ability to modify your financial aid award will depend on the availability of funds and the extent to which your circumstances reduce your FAFSA’s Expected Family Contribution (EFC). Please check the circumstances that apply to you and provide the information and documentation requested for **both 2022 and 2023 below**, regardless of when the reduction has occurred.

**No action will be taken on your request unless documentation accompanies your Special Circumstances request.**

<p><b>1. Family income is expected to decline in 2022 or 2023 due to:</b> (check all that apply)</p> <p><input type="checkbox"/> Change in employment: change in employer, reduction in wages or hours, retirement, unemployed, etc. (attach pay stub, termination of employment letter, unemployment benefits statement, etc.)</p> <p><input type="checkbox"/> Disability (please attach benefits statement)</p> <p><input type="checkbox"/> Loss of wage earner due to death, divorce, or separation (attach copy of death certificate, divorce decree)</p> <p><input type="checkbox"/> Termination of child support or alimony (attach tax returns for alimony/spousal support changes)</p> <p><input type="checkbox"/> 2021 income included a one-time only income (attach 2021 tax return &amp; explanation in #4.)</p> <p><input type="checkbox"/> Other (explain in space provided below in #6)</p>	
<p><b>2. ACTUAL Parent Income for 2022</b> (1/1/2022 through 12/31/2022):</p> <p>Gross earnings/wages of Parent 1: \$ _____                  (Attach 2022 Tax Return Transcript; W-2s if did not file)</p> <p>Gross earnings/wages of Parent 2: \$ _____                  (Attach 2022 Tax return transcript; W-2s if did not file)</p> <p>Other taxable income of parent(s): \$ _____                  (Alimony, unemployment, capital gains, disability, etc.)</p> <p>Other untaxed income of parent(s): \$ _____                  (Child support, untaxed pensions, housing allowance for military/clergy, etc.)</p>	<p><b>3. ESTIMATED Parent Income for 2023</b> (1/1/2023 through 12/31/2023):</p> <p>Gross earnings/wages of Parent 1: \$ _____                  (Attach most recent 2023 pay stub)</p> <p>Gross earnings/wages of Parent 2: \$ _____                  (Attach most recent 2023 pay stub)</p> <p>Other taxable income of parent(s): \$ _____                  (Alimony, unemployment, capital gains, disability, etc.)</p> <p>Other untaxable income of parent(s): \$ _____                  (Child support, untaxed pension, housing allowance for military/clergy, etc.)</p>

<p><b>4. ACTUAL Student Income for 2022</b> (1/1/2022 through 12/31/2022):</p> <p>Student's gross earnings/wages: \$ _____ (attach 2022 tax return transcripts; W-2s if did not file)</p> <p>Spouse's gross earnings/wages: \$ _____ (attach 2022 tax return transcripts; W-2s if did not file)</p> <p>Student's/Spouse's other taxable income: \$ _____ (Alimony, unemployment, capital gains, disability, etc.)</p> <p>Student's/Spouse's other untaxed income: \$ _____ (Child support, untaxed pensions, housing allowance for military/clergy, etc.)</p>	<p><b>5. ESTIMATED Student Income for 2023</b> (1/1/2023 through 12/31/2023):</p> <p>Student's gross earnings/wages: \$ _____ (attach most recent 2023 pay stub)</p> <p>Spouse's gross earnings/wages: \$ _____ (attach most recent 2023 pay stub)</p> <p>Student's/Spouse's other taxable income: \$ _____ (Alimony, unemployment, capital gains, disability, etc.)</p> <p>Student's/Spouse's other untaxed income: \$ _____ (Child support, untaxed pensions, housing allowance for military/clergy, etc.)</p>
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**6. Please provide any additional information that might clarify or support your request. Add another page if necessary.**

I/We affirm that the information provided on this form is true and the amounts provided are accurate to the best of my/our ability.

_____ Student's Signature ( <b>Must</b> be signed in blue or black ink)	_____ Date
_____ Parent's Signature (Required if Dependent Student: <b>Must</b> be signed in blue or black ink)	_____ Date

Submit this completed document along with all supporting documentation to the Financial Aid Office by electronic submission from your Westmoreland student email account to [financialaid@westmoreland.edu](mailto:financialaid@westmoreland.edu) (SUBJECT LINE: SPECIAL CIRCUMSTANCES), by FAX (724-925-5802), in person (Student Enrollment Center located in the Student Achievement Center), or by mail (Westmoreland County Community College, Financial Aid Office, 145 Pavilion Lane, Youngwood, PA 15697).

Please allow 3 business days to confirm receipt of documents in your student portal and 2 weeks for processing **AFTER** we receive **ALL** requested documents.