



# SPECIAL CIRCUMSTANCES 2025-2026

**Financial Aid Office**  
 1964 Prairie Dell Road, Union, MO 63084  
 Phone:636-584-6588 Email:financialaid@eastcentral.edu

If your family situation has changed significantly from the information you were required to provide on the 2025-2026 FAFSA, your 2023 income information may no longer be an accurate indicator of your family's ability to contribute to your educational costs. In some cases, the Financial Aid Office may make an adjustment and use actual or projected income rather than 2023 income information.

\_\_\_\_\_  
 Student Last Name                                      First Name                                      M.I.                                      East Central College Student ID #

## Steps to Request Review

Students **MUST** complete the following. Special Circumstances will not be considered until all required documents are provided.

1. Submit the following items to the Financial Aid Office.
  - **2024 SIGNED** copy of IRS Form 1040 or Letter of Non-Filing for the individual with the 2025-2026 income change.
    - If processed after January 1, 2025, a signed copy of 2024 income tax forms must be provided.
  - Copies of **2024** W-2's, 1099's and/or Schedule C's for the student, spouse, or parent with the 2025-2026 income change.
  
2. Identify your special circumstance by checking the appropriate box below, and submit the supporting documentation indicated along with a written explanation detailing when and how your circumstances have changed.

Special Circumstance and Supporting Documentation	
Reason for Request	Required Documentation
(Select all applicable reasons)	(Request cannot be reviewed without supporting documentation. See below for suggested items.)
<input type="checkbox"/> <b>Loss of Employment</b>	<ul style="list-style-type: none"> <li>• Letter or notification from employer concerning loss of job (must include last date of employment)</li> <li>• Copy of last pay stub from previous employer</li> <li>• If retirement / pension was cashed out provide documentation of amount</li> <li>• Severance package amount documentation</li> <li>• Unemployment benefit letter with paid amounts received to date</li> <li>• Unemployment denial letter</li> </ul>
<input type="checkbox"/> <b>Reduction/Significant Change in Income</b>	<ul style="list-style-type: none"> <li>• Letter of notification from employer addressing the change in job status with last date of hire or date of income reduction. The letter must include the revised hourly wage or revised salary, and hours scheduled to work per week.</li> <li>• Copy of current pay stubs reflecting year-to-date income</li> </ul>
<input type="checkbox"/> <b>Reduction or Loss of Untaxed Income and/or Benefits</b>	<ul style="list-style-type: none"> <li>• Documentation to support the reduction in income or benefits</li> </ul>

	<ul style="list-style-type: none"> <li>• Unemployment: Letter from the unemployment office or print out indicating no more benefits available</li> <li>• Child Support: a copy of court or child services documents indicating benefit is ending, the date of final payment, and monthly amount received</li> <li>• Social Security: Copy of notification/statement concerning loss of SSA</li> </ul>
<input type="checkbox"/> <b>Marital Status Change</b> <i>(Only if Separated, Divorced, or Married AFTER submitting the 2025-2026 FAFSA)</i>	<ul style="list-style-type: none"> <li>• Signed statement with the date of separation</li> <li>• Legal documentation / letters relating to the separation <b>OR</b> copies of lease, utility bill, or other qualifying mailing showing a different address for each party</li> <li>• Copy of Divorce Decree</li> <li>• Copy of Marriage Certificate</li> </ul>
<input type="checkbox"/> <b>Death of Parent or Student's Spouse</b>	<ul style="list-style-type: none"> <li>• Death Certificate or obituary notice</li> <li>• All 2023 W-2(s) and/or 1099(s), and if applicable Schedule C forms</li> </ul>
<input type="checkbox"/> <b>One-time Income</b>	<ul style="list-style-type: none"> <li>• If retirement / pension was cashed out provide documentation of amount</li> <li>• IRS 1099R</li> <li>• 2023 and 2024 Signed Copy of IRS Form 1040</li> </ul>
<input type="checkbox"/> <b>Unusually High Medical Expenses Not Covered by Insurance</b> <i>(Cannot have been paid by insurance, must exceed 11% of AGI, and not have been claimed as a tax deduction)</i>	<ul style="list-style-type: none"> <li>• Document showing total of out-of-pocket medical expenses with receipts</li> <li>• Schedule A from IRS 1040</li> </ul>

**Other Estimated Income for 2025-2026**

List below other additional income that was not received in 2024 that your family anticipates receiving in 2025 due to your special circumstance. For example, if after loss of employment, you anticipate cashing in a pension/annuity; if after divorce, you anticipate getting child support or alimony; if after the death of a spouse, you anticipate receiving life insurance benefits, etc.

Type of Income	Anticipated Yearly Total

**Explanation**

Please describe in detail your special circumstance and reason for requesting a Special Circumstances review.

**Signature**

You will be notified once a special circumstances decision has been made. This notification may be in the form of an email to your East Central College account, corrected FAFSA Submission Summary, and/or updated award letter. Each request will be reviewed on a case-by-case basis. Please allow the Financial Aid Office 4 weeks to respond. **Forms submitted without supporting documentation will not be considered.** Approval of this request does not guarantee that you will receive additional financial aid.

You must complete the verification process within 120 days of your last date of attendance in the award year, or by September following the award year, whichever is earlier. However, additional late disbursement requirements may apply.

By signing this worksheet, I (we) certify that the information is complete and correct. I understand that giving false or misleading information on this worksheet can result in a fine, jail sentence, or both.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**For Office Use Only**

Approved- Reason:

\_\_\_\_\_  
\_\_\_\_\_

Denied- Reason:

\_\_\_\_\_  
\_\_\_\_\_

New Student AGI: \_\_\_\_\_ New Taxes Paid: \_\_\_\_\_ New Student Wages: \_\_\_\_\_ New Spouse Wages: \_\_\_\_\_

New Parent AGI: \_\_\_\_\_ New Taxes Paid: \_\_\_\_\_ New Parent 1 Wages: \_\_\_\_\_ New Parent 2 Wages: \_\_\_\_\_

New SAI \_\_\_\_\_ Old SAI \_\_\_\_\_ FAA Signature: \_\_\_\_\_