



Federal Student Aid Regulations provide the potential for re-evaluation if your financial circumstances change. The 2022 income information that you reported on your financial aid application may not be an accurate indicator of your ability to pay for educational costs. If your family meets one of the circumstances indicated below, your financial aid eligibility may qualify for re-evaluation. Once you have completed all steps below, return this form along with the **suggested supporting documentation** to the NGU Financial Aid Office. Submission of this form does not guarantee a change in your financial aid eligibility. Each case will be evaluated on an individual basis.

Student Information

Name _____ Date _____
Last First MI

Permanent Address _____
Number and Street (including Apt. No.) City State Zip Code

Student ID _____ Phone _____

☐ **Loss or Change of Employment/Reduction of Income**

- Typed Explanation of circumstances surrounding loss or reduction of income (who, effective date)
- Most recent pay stub with year-to-date earnings.
- Termination notice from employer (on business letterhead) indicating date of separation. *Please wait 8 weeks after the last day of employment before submitting this form.*
- Severance statement (if applicable)
- Unemployment benefits statement (if applicable)

☐ **Loss of untaxed income or benefits (i.e. child support, Social Security benefits, housing allowance, etc.)**

- Typed Explanation of circumstances surrounding loss or reduction of income/benefit (who, effective date)
- 2022 Benefit Statement listing total amount received,
- Revised 2023 Benefit Statement listing, revised amount & effective date

☐ **Parent or Spouse Separation/ Divorce**

- A copy of the divorce decree or separation agreement (preferably from a lawyer*).
- Documentation indicating that the divorced or separated parties have been living separately and have incurred their own living expenses (i.e., utility bills, lease, etc.).
- A copy of the current tax form and W-2's

☐ **Death of Parent**

- A copy of the death certificate
- A copy of current W2 for surviving parent

☐ **Medical/Dental Expense**

- Typed Explanation of expenses (total paid in 2023 and anticipated 2024 payments)
- Documentation of outstanding medical bills not reimbursed or paid by insurance

Possible Additional Documentation:

- Dependent student- attach 2022 & 2023 federal tax returns for both parents. If the student's income was affected, please also provide a copy of the student's tax returns. If no tax return was filed but the student had earnings, please attach the applicable W-2(s).
- Independent student- attach 2022 & 2023 federal tax returns for student/spouse.
- Attach the most recent pay stub showing new/changed salary, if applicable. Include the last pay stub from any position terminated in 2024. Also, include documentation of unemployment benefits, retirement income, severance pay, etc.

Projected Income for 2024-Calendar Year – Please provide estimates of income for the following individual (if applicable). If an item does not apply, write “N/A”. Please do not leave any blanks or the form will not be processed.

Income Source	Student	Spouse (if married)	Parent(s), if dependent
2024 Wages and salaries			
2024 Unemployment			
2024 Disability benefits			
2024 Social Security benefits			
2024 Child support received			
2024 Alimony received			
2024 other untaxed income			
Other (explain)			

Read, Sign, and Return to the NGU Financial Aid Office:

Certification: All the information on this form and the attached documents is true and correct to the best of my knowledge. If asked by an authorized official, I agree to give additional proof of the information that I have given on this form. I realize that this proof may include a copy of federal or state tax returns. I also realize that if I do not give proof when asked, the Special Circumstance will not be reviewed.

Warning: According to the U.S. Department of Education, if you purposely give false or misleading information on the form, you may be subject to a fine of up to \$20,000 or imprisonment for up to 5 years, or both.

Student Signature: _____

Parent or Spouse Signature: _____

Date Completed: _____ **Is your documentation attached?** ☐ Yes ☐ No

IMPORTANT: Requests cannot be completed until ALL required documents are received. We may require additional documentation if we have reason to believe that the information regarding the special circumstance is not properly documented.

NOTE: Please write the student's name and NGU student ID number on the IRS tax return transcript(s) before submitting.

All requested documentation can be mailed or faxed to our office: Fax: (864) 818-4681
North Greenville University, Attn: Financial Aid Office, P.O. Box 1892, Tigerville, SC 29888

OFFICE USE ONLY

☐ APPROVED ☐ DENIED Date _____ Staff Signature _____ ☐ 2nd Check By _____

Reason for Denial _____ 12 Month Period Used _____