

2024-2025 Special Circumstances Form

PURPOSE OF THIS FORM

This form is intended for you to notify the Financial Aid Office of special circumstances that were not able to be reported on your Free Application for Federal Student Aid (FAFSA). Please complete the sections that pertain to your situation. **Submit this completed form along with all of the required documentation requested. Please note that this form will not be processed without the supporting documentation attached.** If additional details are necessary, you may attach written explanation of your situation. Once this information is received, your eligibility will be reevaluated and you will be notified of the results.

You should also be aware that this form cannot be used to reevaluate Pennsylvania state grants. If you are a resident of Pennsylvania, you should visit www.pheaa.org or contact the Pennsylvania Higher Education Assistance Agency (PHEAA) at 800-692-7392 to request their special circumstances form. If you reside in another state and receive a state grant at Holy Family, you should contact your state's agency to determine if another form is required.

PLEASE PRINT

STUDENT'S NAME: _____

HOLY FAMILY ID: _____

ADDRESS: _____
STREET ADDRESS CITY STATE ZIP

DAYTIME PHONE: _____ EVENING PHONE: _____

A. SPECIAL CIRCUMSTANCE (Please fill out what pertains to your situation)

REDUCTION IN INCOME - Complete only if the change occurred during 2022, 2023 or 2024 and your 2024 income will be significantly less than in 2022 and/or 2023

- Unemployment or change in employment
Date of employment change _____
Please attach a copy of your layoff or termination notice from your employer, as well as your last pay stub. This letter should include verification of your last date of employment and be on company letterhead. Please also attach a copy of any unemployment benefit determination. Please also complete the grid on the back of this form.
Resignations will not be considered unless you resigned in order to attend school full-time. Also, loss of overtime income cannot be considered.
- Death of spouse or parent
Date of death _____
Please attach a letter noting the date, place and cause of death, and complete the grid on the back of this form.
- Disability of student, spouse or parent
Date of disability _____
Please attach a copy of your disability claim and a note from your doctor. This should include your last date of employment. Also attach a letter from your employer verifying your last date of employment on company letterhead. Please also complete the grid on the back of this form.

FOR PARENTS OF DEPENDENT STUDENTS ONLY:

- Divorce or Separation (if it occurred after filing the 2024-2025 FAFSA)
Date of Divorce _____
Date of Separation _____
Please attach copies of court documents and complete the grid on the back of this form. Include information of the parent who was listed on the FAFSA as a contributor only.

Anticipated 2024 Income (1/1/2024 – 12/31/2024)	Father	Mother	Student	Spouse
WAGES, SALARIES, TIPS (including severance pay, disability payments and any other income earned from work)				
OTHER TAXABLE INCOME (including unemployment benefits, interest income, IRA deductions, Social Security benefits, etc.) Be sure to use your 2022 or 2023 federal income tax return as a reference.				
CHILD SUPPORT RECEIVED				
OTHER UNTAXED INCOME — Please list sources:				

B. REQUIRED DOCUMENTS

Please remember that you must submit all of the following information along with this form:

- 2022 and 2023 IRS tax return transcript for you, your spouse, and your parents (for dependent students).**
To obtain an IRS tax return transcript, go to www.irs.gov and select "Get Your Tax Record" or call 1-800-908-9946. Make sure to request the **2022 and 2023 IRS Tax Return Transcripts** and NOT the IRS tax account transcript. It normally takes within 2-3 weeks for IRS income information to be available for electronic IRS tax return filers, and 6-8 weeks for paper IRS tax return filers. Or, you may submit signed copies of the 2022 and 2023 IRS Federal Income Tax return(s) and applicable schedules, for each person. If you did not file taxes, you need to order a **IRS Verification of Non-Filing Letter** for each person, for each year they did not file.
- Copies of all of you and your spouse's and your parents' (for dependent students) 2022 and 2023 W-2 and/or 1099 forms.**
- Completed 2024-2025 Dependent or Independent Verification Worksheet, which can be printed from our website, www.holyfamily.edu/finaid/forms (choose 2024-2025).**
- Copy of required additional documentation for each section of this form that you completed.**

C. CERTIFICATION

I certify under penalty of perjury that the information provided on this form and attached is true and correct to the best of my knowledge.

PARENT SIGNATURE: _____ DATE: _____

STUDENT SIGNATURE: _____ DATE: _____

Return completed form and required documentation to the address or email address on the front/first page of this form. Contact us at the phone number or email address on the front of this form with any questions.