

VINCENNES UNIVERSITY

2026-2027 SPECIAL CIRCUMSTANCES REQUEST FOR AN INDEPENDENT STUDENT

Use this form to report recent changes to your or your spouse's financial situation which may impair your ability to contribute toward the cost of your education in the 2026-2027 academic year (Fall 2026 through Summer 2027).

This request and all documentation must be submitted to and processed by our office while you are enrolled at Vincennes University.

STEP 1. Student Information

Student Name _____ VU ID# A00 _____

Email _____ Phone# (____) _____

Address _____ City _____ State _____ Zip _____

STEP 2. Understanding the Purpose of this Request

Your 2026-2027 financial aid is based on 2024 income and federal tax information. This form provides guidance on how to document certain changes in your financial circumstances since 2024. This may allow us to reduce certain data elements on your FAFSA and may provide a result which more accurately and fairly reflects your current financial situation. The information you provide pertains solely to the student and spouse information required for the 2026-2027 FAFSA. Please note, if you have already earned a bachelor's degree, you are ineligible to receive a federal Pell grant.

The list on the second page provides the most common circumstances that allow us to make this professional judgment. You may check with a financial aid counselor if you have other circumstances that might affect your FAFSA result (SAI-Student Aid Index). We must have documentable circumstances to make adjustments. Not all adjustments will change your financial aid eligibility. Federal student aid regulations require our office to document why we adjusted the data elements that go into re-calculating your SAI. Please submit all required documentation with this form. Additional information may be requested upon review of your request. **Incomplete requests will not be processed.**

Submission of this form does not guarantee increased financial aid eligibility, and any increase may not cover the full costs incurred at Vincennes University. While a decision is pending on your request, you can receive the financial aid currently indicated on your student account. You will be notified by email of the final decision made on your request. The decision we make on your request is final and cannot be appealed to the U.S. Department of Education.

You are responsible for payment of your account while your request is being processed.

We will NOT consider requests for any of the following circumstances:

- Bankruptcy
- Non-essential expenses (vacations, tithing, charitable giving, high mortgage payments, credit cards, etc.)
- Standard living expenses (utilities, cable bills, cell phone, vehicle loan, tax bills, etc.)
- Standard maintenance items (lawn care, home repairs, gas, etc.)
- One-time income used for non-essential purposes (second residence, additional vehicles, recreational vehicles, etc.)
- Medical expenses paid with pre-tax dollars, such as health insurance premiums or flexible spending accounts.
- You already qualify for maximum Pell grant and loans.

By signing this form, I certify all information is true and complete and I agree to provide all documentation that will verify the accuracy of my request. I understand that if I purposely give false or misleading information, I may be prosecuted by the U.S. Department of Education. **I understand I am responsible for payment of my account at Vincennes University.**

Student Signature _____ Date _____

STEP 3. Reason for Request & Required Documentation**You must provide the following documents.**

- A typed letter signed and dated by you explaining the reason for your request.
- Submit a signed copy of your (and spouse's if applicable) 2024 federal tax return(s) along with all tax schedules, and all income forms (ex. W-2, 1099).
- If you have not already done so, submit a completed 2026-2027 Independent Verification Worksheet. This can be downloaded and printed from <https://www.vinu.edu/financial-services/verification.html>.

Please indicate the reason for your request and provide the additional documentation.**_____ Loss of income or “other” source of income in 2025 or 2026 that was reported on the FAFSA for 2024.**

- Proof of all earnings for the person(s) who is losing or lost income.
 - If for 2025, provide a signed copy of 2025 federal tax return and schedules, along with all W-2s and 1099 forms.
 - If for 2026, provide last paycheck stub from previous employer(s), printout of unemployment benefits, most recent paycheck stub if currently employed at a new job. Provide a written projection of income for the remainder of 2026 and any additional documentation that supports your income projection. If 2026 federal taxes have been completed at the time of your request, you may provide a signed copy with W-2s as documentation of income.
- If loss of employment income: A letter on company letterhead signed and dated by employer indicating last day of employment. If you do not have such a letter, include the last day of employment in your letter of explanation.
- If loss of “other” source of income reported on the FAFSA: Provide documentation for the reason for the change and a letter stating the termination/end date; also include the total amount received for the year.

_____ Legal separation or divorce occurred after you submitted the FAFSA. PLEASE NOTE: If you were separated or divorced before you submitted the 2026-2027 FAFSA, you do not need to submit this request. Please call to speak with a Counselor on how to separate incomes and correct your FAFSA.

- Copy of legal separation papers, divorce decree, or letter of intent from an attorney on attorney's letterhead. Be sure this includes the date of legal separation, divorce, or the date you were no longer living together.
- Complete the Asset Information Request Form (<https://www.vinu.edu/financial-services/verification.html>).

_____ Death of Spouse after you submitted the FAFSA. PLEASE NOTE: If your spouse died before you submitted the 2026-2027 FAFSA, do not complete this request. Please call to speak with a Counselor for assistance on how to correct your FAFSA.

- Copy of Death Certificate.
- Complete the Asset Information Request Form (<https://www.vinu.edu/financial-services/verification.html>).

_____ Significant medical, dental, nursing home, or dependent care expenses incurred in 2024 or 2025.

Expenses being claimed must have been paid out-of-pocket by the student or spouse. Expenses covered by insurance, paid with a health or flexible savings plan (pre-tax dollars), or reimbursed by a third party cannot be submitted for consideration. In addition, an 11% Income Protection Allowance for families has already been allowed when your SAI was calculated from your FAFSA application. Therefore, expenses must be over this 11% IPA to be considered.

- If expenses were paid in 2025, submit a signed copy of 2025 federal tax return and all tax schedules.
- An itemized listing of expenses paid out-of-pocket.
- Proof of payment of expenses being considered, such as copies of canceled checks or invoices showing payment. A billing statement requesting payment is not acceptable proof that payment was made.

_____ Exception to “normal” income due to an inheritance, gambling or lottery winnings, or an early withdrawal from a retirement plan.

- A signed copy of your (and spouse's) 2025 federal tax return and all tax schedules.
- Copies of your (and spouse's) 2025 income forms (W-2s, 1099s).
- Detailed documentation supporting your request, including receipts showing how the funds were spent.

_____ Other _____

- Detailed documentation supporting your request.