

VINCENNES UNIVERSITY

2024-2025 SPECIAL CIRCUMSTANCES REQUEST FOR A DEPENDENT STUDENT

Use this form to report recent changes to your or your parent(s) financial situation which may impair your family's ability to contribute toward the cost of your education for the 2024-2025 academic year (Fall 2024 through Summer 2025). This request and all documentation must be submitted to and processed by our office while the student is enrolled at Vincennes University.

STEP 1. Student Information

VU ID# A00 _____ Email _____

Student Name _____ Student Cell Phone (_____) _____

Address _____ Parent Cell Phone (_____) _____

City _____ State _____ Zip _____ Home Phone (_____) _____

STEP 2. Understanding the Purpose of this Request

Your 2024-2025 financial aid is based on 2022 income and federal tax information. This form provides guidance on how to document certain changes in your family's financial circumstances since 2022. This may allow us to reduce certain data elements on your FAFSA and may provide a result that more accurately and fairly reflects your family's current financial situation. The information you provide pertains solely to the student and parent(s) information required for the 2024-2025 FAFSA. Please note, if your student has earned a bachelor's degree they 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.**

Evaluating your request may take several weeks to complete. 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, small home repairs, transportation, etc.)
- One-time income used for non-essential purposes (second residence, additional vehicles, recreational vehicles, etc.)
- You already qualify for maximum Pell grant and loans.
- Medical expenses paid with pre-tax dollars, such as health insurance premiums, and health flexible spending accounts.

Each person signing this form certifies all information provided is true and correct and agrees to provide all documentation that will verify the accuracy of this request. Each person understands purposely giving false or misleading information, may result in being prosecuted by the U.S. Department of Education. **Student: I understand I am responsible for payment of my account at Vincennes University.**

Student Signature _____

Date _____

Parent Signature _____

Date _____

Parent Email: _____

STEP 3. Reason for Request & Required Documentation**You must provide the following documents and the required documentation specific to your request.**

- A typed letter signed and dated by your parent(s) explaining the reason for this request.
- If you have not already done so, submit a completed 2024-2025 Dependent Verification Worksheet.
- If you have not already done so, submit signed copies of your and your parents' 2022 federal tax returns.

Loss of income or “other” source of income in 2023 or 2024 that was reported on the FAFSA.

- Proof of all earnings for the person(s) who is losing or lost income.
 - Copies of 2022 W-2s, 1099s, and any schedules showing business or farm income.
 - If for 2023, provide a signed copy of 2023 federal tax return and schedules, along with all W-2s and 1099 forms.
 - If for 2024, provide last paycheck stub from previous employer(s), printout of unemployment benefits, and most recent paycheck stub if currently employed at a new job. Provide a written projection of income for the remainder of 2024 and any additional documentation that supports your income projection. If 2024 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 the last day of employment. If you do not have such a letter, include the date of loss of job 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 of parents occurred after you submitted the FAFSA. PLEASE NOTE: If your parents were separated or divorced before you submitted the 2024-2025 FAFSA, do not complete 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, include the date of legal separation, divorce, or the date parents were no longer living together.
- Copies of your parent's 2022 W-2s, 1099 forms and any schedules filed with a joint return. This is the parent whose information is on your FAFSA application.
- Complete the Asset Information Request Form (vinu.edu/web/financial-services/verification#2425Forms).

Death of a parent occurred after you submitted the FAFSA. PLEASE NOTE: If your parent died before you submitted the 2024-2025 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.
- Copies of your parents' 2022 W-2s, 1099 forms, and any tax schedules filed with their tax return.
- Complete the Asset Information Request Form (vinu.edu/web/financial-services/verification#2425Forms).

Significant medical, dental, nursing home, or dependent care expenses incurred in 2022 or 2023.

Expenses being claimed must have been paid out-of-pocket by the parent(s) listed on the student's FAFSA. Expenses covered by insurance, a health or flexible savings plan, 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 2022, submit copies of all tax schedules filed with parents' 2022 federal tax return.
- If expenses were paid in 2023, submit a signed copy of your parents' 2023 federal tax return and all tax schedules.
- An itemized listing of expenses parent(s) 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.

- Copies of your parent(s) 2022 W-2s, 1099s, and any schedules showing business or farm income.
- A signed copy of your parents' 2023 federal tax returns and all schedules.
- Copies of your parents' 2023 W-2s and 1099 forms.
- Detailed documentation supporting your request, including receipts showing how the funds were spent.

Other

- Detailed documentation supporting your request.