

**Special Circumstance Review – Dependent Student  
2024-2025 Award Year**

**Instructions:** If your family’s income is significantly less than the family income on the FAFSA, please complete this packet and return it to the Office of Financial Aid for review of your family’s financial situation. The packet **must** include the following completed in their entirety (*Requests submitted without documentation will not be evaluated*):

**\*\*Make sure student EMPLID is on ALL submitted pages and documents\*\***

- A detailed statement describing the family situation and any other pertinent information. (pg. 2 of packet)
- Documentation supporting and verifying the reason for income review. See list of acceptable documentation (pg. 3 of packet).
- A completed Projected Income Chart. (pg. 6 of packet) Types of income to report are on pg.4.

**Important Information-As part of the review, we may request additional documentation.**

- Resolve any outstanding items in your “To Do List” in SIS.
- We will post messages to the student’s Message Center (in SIS) if they student needs to take additional action and upon completion of the review.
- As part of the review, we may request additional documentation.
- The VWCC Financial Aid Office determines special circumstance reviews on a case-by-case basis, and decisions are final.
- There is no guarantee that a review will result in a change in aid eligibility.
- Please allow at least | 0 business days for processing.

**Student Information:**

\_\_\_\_\_  
*Student’s Name*

\_\_\_\_\_  
*EMPLID #*

**Special Circumstance Review Reason(s):** (*Check all that apply and attach supporting documentation*)

- |                          |   |                              |       |
|--------------------------|---|------------------------------|-------|
| <input type="checkbox"/> | Loss of full-time employment.   | Date reduction is effective: | _____ |
| <input type="checkbox"/> | Disability of student or parent(s).   | Date disability began:       | _____ |
| <input type="checkbox"/> | Divorce or Separation.  | Date of occurrence:          | _____ |
| <input type="checkbox"/> | Untaxed income has ceased or been reduced.  | Date reduction effective:    | _____ |
| <input type="checkbox"/> | Death of a principal wage earner (Parent, Stepparent, Adoptive Parent, Spouse, etc.). |                              |       |

Other circumstances causing a large decrease in family resources during the year.

Financial Aid Office Chapman Hall Room 106 | 3094 Colonial Avenue Roanoke, Virginia 24015 | Phone: 855-874-6690

Please provide a detailed description of the family situation below. If you need more space, you can attach additional pages:

I certify that all information submitted on and with this application is complete and accurate. I have attached the appropriate supporting documents as required by the U.S. Department of Education. **Warning:** If you purposely give false or misleading information in this packet, you may be fined, sentenced to jail or both.

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

\_\_\_\_\_  
Student EMPLID

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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**Acceptable Forms of Documentation**

*(Please provide as much documentation as possible to support your reason for this submission.)*

**\*\*Reminder: Student EMPLID must be listed on any documentation submitted with this packet\*\***

**Reduction in Income**

- Certification of last day of employment or reduction in hours from the employer.
- W2 and/or 1099 forms. In the case of divorce or separation, attach the forms for the parent with whom you live.
- Last two (2) pay stubs, showing year to date earnings or a statement from the employer indicating the amount earned to date the statement must indicate if you are paid weekly, bi-weekly or monthly.
- Statement of eligible unemployment benefits.
- Certification from a third party the amount of funds they pay on your behalf.
- 2023 Federal Tax return(s) that shows a significant change from 2022 Federal Tax return(s), if you/your parents have filed. You should include IRS form 1040 (or 1040NR/SR) and schedules 1, 2 and 3, if they were used.
- Any additional documentation that certifies why reconsideration is warranted.

**Divorce or Separation**

- Verification of divorce or separation that indicates parents are living separately.
- Divorce/Separation decree.
- W2 and/or 1099 forms. In the case of divorce or separation, attach the forms for the parent with whom you live.
- Any additional documentation that certifies why reconsideration is warranted.

**Death of principal wage earner**

- Death certificate.
  - W2 of principle wage earner.
  - Any additional documentation that certifies why reconsideration is warranted.
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### Types of Income

**Work Income:** includes all wages, salaries and tips.

**Other taxable income includes:**

- Interest and dividend income
- Alimony, Severance pay
- Business and Farm income, Capital gains
- Taxable portion of Pensions and annuities (excluding rollovers)
- Income for rents after mortgage, tax and insurance payments
- Social Security
- Railroad Retirement
- All other taxable income not reported elsewhere on the form

**Untaxed income includes:**

- Payments to taxed deferred pensions and savings plans (paid directly or withheld from earnings) as reported on your paystub(s) or W-2(s). Include untaxed portions for your 401 (k) and 403(b) plans.
- Social security benefits (SSI or disability) received by the student, spouse, parents and other dependent children.
- Welfare benefits including AFDC and TANF (excluding food stamps)
- Retirement or disability benefits
- Untaxed portion of pensions/annuities
- Worker's Compensation
- Housing, food and other living allowances (excluding subsidies for low-income housing) paid to members of the clergy, military and others (including cash payments or cash value of benefits)
- Child support or maintenance payments that will be received for the student and/or for all other members included in the family size.
- Veteran benefits such as GI Bill, death pension, Dependency and Indemnity Compensation (DIC), etc.
- Earned Income Credit
- Any other untaxed income and benefits such as Black Lung Benefits, Refugee Assistance, Untaxed portion of Railroad Retirement Benefits, VA Educational Work Study Allowance, or wages not subject to taxation by any government, etc.
- Cash or money paid on your behalf, not reported elsewhere on the form.

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### Ways to Submit:

- (1) Upload the form at [mysupport.viriniawestern.edu](https://mysupport.viriniawestern.edu).
- (2) Drop off in-person at the Financial Aid Office in Chapman Hall.
- (3) Submit via email to [finaid@viriniawestern.edu](mailto:finaid@viriniawestern.edu)

Student Name: \_\_\_\_\_

EmpID: \_\_\_\_\_

**EACH SECTION MUST BE COMPLETED – Enter 0.00 if no amount to report for Anticipated Income section.**

Anticipated Income Per Month	July 2024			August 2024			September 2024		
	Student	Parent 1	Parent 2	Student	Parent 1	Parent 2	Student	Parent 1	Parent 2
Work Income									
Unemployment Benefits									
Other Taxable Income									
Untaxed Income									
TANF									
Support from Family/Friends									
<b>Total Projected Income</b>									

Anticipated Income Per Month	October 2024			November 2024			December 2024		
	Student	Parent 1	Parent 2	Student	Parent 1	Parent 2	Student	Parent 1	Parent 2
Work Income									
Unemployment Benefits									
Other Taxable Income									
Untaxed Income									
TANF									
Support from Family/Friends									
<b>Total Projected Income</b>									

Anticipated Income Per Month	January 2025			February 2025			March 2025		
	Student	Parent 1	Parent 2	Student	Parent 1	Parent 2	Student	Parent 1	Parent 2
Work Income									
Unemployment Benefits									
Other Taxable Income									
Untaxed Income									
TANF									
Support from Family/Friends									
<b>Total Projected Income</b>									

Anticipated Income Per Month	April 2025			May 2025			June 2025		
	Student	Parent 1	Parent 2	Student	Parent 1	Parent 2	Student	Parent 1	Parent 2
Work Income									
Unemployment Benefits									
Other Taxable Income									
Untaxed Income									
TANF									
Support from Family/Friends									
<b>Total Projected Income</b>									