
Special Circumstance Review - Dependent Student 2025-2026 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 the income review. See list of acceptable documentation. (Pg. 3 of packet)
- A completed Projected Income Chart. (Pg. 5 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 the 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 circumstances 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 10 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.)		
<input type="checkbox"/>	Other circumstances causing a large decrease in family resources during the year		

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 receive a fine, serve jail time or both.*

Student's Signature

Student EMPLID

Date

Parents' Signature

Date

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 only forms for the parent listed on your FAFSA.
- Last two (2) pay stubs, showing year-to-date gross earnings or a statement from the employer indicating the gross amount earned to date and the statement must indicate if the individual is paid weekly, bi-weekly or monthly.
- Statement of eligible unemployment benefits.
- Certification from a third party of the amount of funds they pay on your or your family members behalf.
- Any additional documentation that supports the reason for this Special Circumstance Review.
- 2024 Federal Tax return(s), including all schedules, if there is a significant change from 2023 Federal Tax return(s), if you/your parent(s) have filed. Please include IRS form 1040 (or 1040NR/SR) and schedules 1 and 8863, if they were used.

Divorce or Separation

- Verification of divorce or separation that indicates your parent and their spouse are living separately.
- Divorce/Separation decree.
- W2 and/or 1099 forms. In the case of divorce or separation, attach the forms that include your parents' name (solely or jointly).
- Any additional documentation that certifies why reconsideration is warranted.

Death of principle wage earner

- Death certificate or obituary.
- W2 of principle wage earner.
- Any additional documentation that certifies why reconsideration is warranted.

Types of Income

Work Income: includes all wages, salaries and tips. (Gross Income)

Other taxable income includes:

- Interest and dividend income
- Alimony, Severance pay
- Business and Farm income, Capital gains
- Taxable portions 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 tax deferred pensions and savings plans (paid directly or withheld from earnings) as reported on your/your parents paystub(s) or W-2(s). Include untaxed portions for your/your parents 401(k) and 403(b) plans.
- Social security benefits (SSI or disability) received by the student, parent(s) 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 benefits)
- Child support or maintenance payments that will be received for the student and/or for all others 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.

Ways to Submit:

- (1) Upload the form at mysupport.virginiawestern.edu.
- (2) Drop off in-person at the Financial Aid Office in Chapman Hall.
- (3) Submit via email to finaid@virginiawestern.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 2025			August 2025			September 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									
Total Projected Income									

Anticipated Income Per Month	October 2025			November 2025			December 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									
Total Projected Income									

Anticipated Income Per Month	January 2026			February 2026			March 2026		
	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									
Total Projected Income									

Anticipated Income Per Month	April 2026			May 2026			June 2026		
	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									
Total Projected Income									