



## Financial Assistance Special Consideration Form 2023-24

The Free Application for Federal Student Aid (FAFSA) does allow for special/unusual circumstances to be reviewed by the Office of Financial Assistance. If a professional judgment request is submitted, the student will be institutionally selected for verification (if not previously selected).

Student ID# \_\_\_\_\_ Student Name \_\_\_\_\_

Prior to submitting your request, please consider the following:

- Allow a minimum of ten business days for the completion of the process upon receipt of all requested documentation.
- Any documentation requested is necessary and must be submitted for evaluation so that each request may be considered fairly and consistently.

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For consideration of your special circumstance, please complete the following steps:

- Place a check beside any situation that may apply, as listed below, and submit the required documentation.
  - Be sure your name and student identification number are on each document you submit.
- Provide a brief description explaining your special circumstances.

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- ☐ Unemployment or change in employment – loss of employment must be a minimum of ten weeks
    - Submit letter from employer, termination letter or DD214, final pay stub with year-to-date summary (including gross wages) and 2021 and /or 2022 federal tax return transcript.
  - ☐ Marital status change
    - Submit divorce decree/separation agreement if legally separated. Submit a 2021 and /or 2022 federal tax return transcript, utility bills or lease/mortgage documents with different addresses for each party.
    - Submit marriage certificate if you have married after you completed the FAFSA. Submit a 2021 and /or 2022 federal tax return transcript for yourself and new spouse.
  - ☐ Death of student's parent or spouse resulting in reduced household income
    - Submit documentation such as death certificate. Provide a 2021 and /or 2022 federal tax transcript.
  - ☐ Loss of benefit (social security benefits or child support because child turned 18)
    - Submit letter from Social Security Administration, or Form 1099 for 2021 and /or 2022, or a divorce decree that indicates when child support ends and a 2021 and /or 2022 federal tax return transcript.
  - ☐ Received one-time income distribution (inheritance, moving expense allowance, back year social security payment, or IRA/pension distribution)
    - Provide documentation to identify the source of income and a 2021 and /or 2022 federal tax return transcript.
  - ☐ Medical expense – large medical debt not covered by insurance
    - Submit a 2021 and /or 2022 federal tax return transcript. If you took the standard deduction and did not itemize (Schedule A), submit copies of canceled checks and/or statements showing expenses that were paid in 2021 and /or 2022. Do not include any premiums paid for your medical insurance.

Please provide a written explanation detailing the reason for your request (attach additional pages if necessary):

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I certify that all information provided by me and accompanying this form is true and complete to the best of my knowledge. If your request is approved, we cannot approve an identical case in future years. You may not re-appeal for the same academic year unless the decision is pending, and you are asked to submit more information.

I understand that if I receive financial aid based on incorrect information, I will have to pay it back. I also understand that if I purposely give false or misleading information, I may be fined, sent to prison, or both.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Parent Signature

Please return all documentation and this completed form to:

Office of Financial Assistance

Neumann University

1 Neumann Drive

Aston, PA 19014-1928

Fax: 610-558-5652

Please note – If the FAFSA has been selected for verification, all required documentation must be submitted to the Office of Financial Assistance prior to review of the special consideration request.

\_\_\_\_\_  
For Office Use Only

Certification: I hereby use my professional judgment based on the information and documentation provided.

☐ Approved

☐ Denied

Financial Assistance Counselor: \_\_\_\_\_

Date: \_\_\_\_\_