



2023-24 Special Circumstances Form

Student Name: _____

Student ID: _____

Parent's Name: _____

Parent's Email: _____

The Special Circumstances Form is available for families who have experienced changes in their financial circumstances that may not be accurately reflected in the information provided on the FAFSA. If your request creates a change in your financial aid eligibility, our office will update FAFSA data elements to reflect those circumstances. Before your request can be considered, a valid 2023-2024 Free Application for Federal Student Aid (FAFSA) must be on file with North Central College.

If your current FAFSA has resulted in an Expected Family Contribution of \$0, we do not recommend completing this form. Instead, we encourage you to complete our 2023-24 Request for Additional Assistance form.

Please provide all of the requested documentation for each impacting circumstance. Each request is evaluated on a case-by case basis. Because of the individualized nature of these requests, we may request additional information. All communications regarding approval, denial or requests for additional information will be directed to the student's North Central College email.



Due to the complexity of appeal for special circumstances, please allow up to 1-2 weeks for processing once all required documentation is received. While your request is being processed, please remember that you are responsible for any remaining balance owed to the College.

Section A: General Required Documents

- Completed 2023-24 Special Circumstances Form with supporting documents (See Section B)
- Written statement explaining your special circumstance
- Completed 2023-24 Institutional Verification Form
- Copy of 2021 **Signed** Federal Tax Return, including Schedules 1, 2, 3, C, and SE if filed, for parents and student
- Copy of all 2021 W-2's for parents and student

Section B: Special Circumstance Conditions and Required Supporting Documents

1. Death of a Parent or Spouse (after filing the 2023-24 FAFSA)

- Copy of death certificate

2. Separation / Divorce of a Parent or Spouse (after filing the 2023-24 FAFSA and / or since filing 2021 tax returns)

- Copy of the legal separation agreement and/or official letter from attorney stating when legal proceedings will begin
 - If unable, please provide proof of separate residence (utility bill, lease, etc.)

3. Medical / Dental Expenses paid in 2022 (cannot include medical insurance premiums or expenses NOT paid)

- Copy of **2022** Schedule A if medical expenses are itemized.
 - If unable, please provide copies of medical receipts that show they have been paid in **2022**.

4. Reduced Income

Income / Job Change in 2022 or 2023

- Copy of **2022** Signed Federal Tax Return, including Schedules 1, 2, 3, C, and SE if filed, for person impacted
- Written statement including name of person experiencing reduced income, months worked, unemployment benefits received, and any other income received
- Copy of supporting document showing reduced income / loss of job such as:
 - Termination notice from employer or letter of resignation
 - Final pay stub from all employers showing year-to-date earnings
 - Benefit statement from Unemployment Administration showing monthly benefit or denial of benefits
 - If re-employed, copy of most recent pay stub from new job

Termination of Untaxed Income / Benefits in 2021 (child support, disability pay, workers compensation, etc.)

- Copy of supporting document showing termination of untaxed income received in **2021** such as:
 - Court documents
 - Letter from Social Security Administration / Department of Social Services
 - Copy of DD-214
 - Retirement distribution statement

5. Elementary / Secondary Educational Expenses for Sibling in 2023

- Copy of **2023-24** tuition bill(s) on official school letterhead with the attending student's name

6. Other

- If you feel that you have a special circumstance that is not covered on this form, please provide:
 - A written statement explaining the unlisted special circumstance
 - Any relevant documentation supporting your written statement



2023-2024 INSTITUTIONAL VERIFICATION FORM (IVF)

Student Name: _____

Student ID: _____

Section A: Household Size Information

Please refer to directions for members to include in household chart.

For dependent students, please list all members of the family that meets the following criteria:

- North Central student
- Parents (including stepparent), even if the student does not live with parents.
- Parents' other children if parent will provide at least 51% of their support from 7/1/23-6/30/24, or if the other children would be required to provide parental information if they were completing a 2023-24 FAFSA. **(Include children who meet either of these standards even if they do not live with the parents)**
- Other people if they now live with the parents and the parents provide at least 51% of their support and will continue to do so through 6/30/24.
- Parents cannot be included in number in college.

For independent students, please list all members of the family that meets the following criteria:

- North Central student
- Student's spouse (if student is married).
- Student's or spouse's children if student or spouse will provide at least 51% of their support from 7/1/23-6/30/24, **even if the children do not live with the student.**
- Other people if they now live with the student & the student or spouse provides at least 51% of their support and will continue to do so through 6/30/24.

Name of Family Member Include all family members even if they will not be attending college.	Relationship to student	Age	Name of the College family member will be enrolled at least half-time, in a degree-seeking program between 7/1/23 and 6/30/24. Please don't indicate "Undecided".
1. STUDENT'S NAME:	SELF		NORTH CENTRAL COLLEGE
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Check this box if there are more than eight family members, and attach a list of the additional members.

Section B: Tax Filer Information

Did the student file a 2021 federal tax return? YES NO

If yes:

- Please use Data Retrieval Tool to import tax information to the FAFSA **OR**
- Submit copies of the following documents to the office:
 - Signed federal 1040 tax return for calendar year 2021
 - Any applicable schedules, including Schedule 1, 2, 3, C, or SE for calendar year 2021

Did the parent(s) file a 2021 federal tax return? YES NO

If yes:

- Please use Data Retrieval Tool to import tax information to the FAFSA **OR**
- Submit copies of the following documents to the office:
 - Signed federal 1040 tax return for calendar year 2021
 - Any applicable schedules, including Schedule 1, 2, 3, C, or SE for calendar year 2021

Section C: Non-Tax Filer Information (only if answer No in section B)

Did the student work in 2021? YES NO

If yes, please complete chart below and provide copies of W-2s for calendar year 2021. If no, no further action required.

Did the parent work in 2021? YES NO

If yes, please complete chart below and provide copies of W-2s for calendar year 2021. If no, no further action required.

***If independent or the parent of a dependent student and not required to file a 2021 IRS Tax Return, please provide an IRS Verification of Non-filing Letter for 2021. You can request this at <https://www.irs.gov/individuals/get-transcript>**

If tax return was not filed and was not required but you worked, list all sources and amounts of 2020 income:

Student 2021 Income Source	Student 2021 Income Amount	Parent 2021 Income Source	Parent 2021 Income Amount
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Section D: Certification Section

I/We, hereby certify that all of the information that is provided on the *Institutional Verification Form* and the *Free Application for Federal Student Aid* is true, complete and correct to the best of my/our knowledge. I understand that if corrections need to be made to my FAFSA results, the Financial Aid Office will make all necessary corrections. **NOTE: ORIGINAL SIGNATURES REQUIRED**

Student Signature (**Original Required**) Date

Parent Signature (**Original Required**) Date