



Special Circumstances Form

Students and their families may have experienced unforeseen circumstances and/or expenses during the past academic year due to Covid-19 or other extenuating circumstances beyond their control. If you have encountered a significant reduction of income, you may fill out this form to determine if you are eligible for any additional federal aid. A Special Circumstance Request is used to adjust the income reported on the current year’s Free Application for Federal Student Aid (FAFSA) due to a change of circumstances during the calendar or academic year.

Federal financial aid appeal decisions (Special Circumstances) are rendered on a case-by-case basis at the discretion of the campus, based on guidance provided by the U.S. Department of Education. All decisions are final. Every effort will be made by Columbia-Greene Community College to assist students in need. Once a student submits their Special Circumstance Form and supporting documentation, they will be informed of a decision within 7 to 10 business days.

***Important Information:**

- ✓ In some situations, it may be possible to appeal your original financial aid award offer due to special circumstances. Please review the examples of special circumstances provided on the next page before submitting a Special Circumstances Appeal.
- ✓ Include all required documentation listed.
- ✓ If you filed your FAFSA and received an Expected Family Contribution (EFC) of Zero (0), you have already received the maximum in federal aid. Submitting this form will not result in any changes or additions to your original financial aid offer. However, if you or your family have documented, COVID Caused loss of income, resulting in an educational expense that is no longer accurately reflected in your calculated Cost of Attendance (COA), you can submit a Professional Judgement-Cost of Attendance Appeal.
- ✓ If your EFC is significantly higher than 7000, submitting an appeal may result in either no change in aid or simply a loan offer change – i.e., full unsubsidized student loan offer to a portion of the loan becoming a subsidized loan offer.
- ✓ If you have other circumstances not mentioned but which you feel should be taken into consideration, please write a detailed explanation of your circumstance and we will be happy to review your individual circumstances and determine if any change is possible to your financial aid offer.
- ✓ Changes in federal aid eligibility do not affect eligibility for NY State aid as calculated by NYS HESC. You may wish to inquire with them directly regarding any possible special circumstance situations for state aid. They can be reached at 1-888-697-4372.

***Attention business owners:**

If you experienced a loss of business income you must be able to submit a current Tax return Transcript from the IRS before we can consider your appeal. If you are expecting a loss of business income for this year, please note that due to the unpredictable nature of business income, we cannot make a final decision on an appeal of this nature until your next years' federal income tax return transcript is available for verifying income.

Certification requesting special circumstance consideration

The information provided on this form and supporting documents is true and complete to the best of my knowledge. I agree to provide additional documentation, if requested. I understand that Special Circumstance Forms submitted without required supporting documentation and letters of explanation will not be considered. I also understand that submittal of a Special Circumstance Form does not guarantee that the financial aid will be adjusted.

Print Student Name: _____ Student ID Number: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Spouse Signature: _____ Date: _____

Student Name:

Student ID Number:

<p>Loss/Reduction of Income or Employment in 2020 and/or 2021</p> <p>___ Income/benefits in 2020 and/or 2021 were less than that in 2019 and/or 2020</p>	<p>Required documentation:</p> <ul style="list-style-type: none">• IRS Tax Return Transcripts or copies of SIGNED Tax Returns (2019 & 2020)• Copies of W-2 wage statements for the above tax years• Statement of Special Circumstance• Documentation showing loss of income or employment in the above-mentioned years, <i>which may include:</i><ul style="list-style-type: none">✓ Final pay stub showing YTD earnings✓ Termination notice from the employer✓ Unemployment benefits notice✓ Revised benefits Statement(s)
<p>Loss/Reduction of benefit in 2020 and/or 2021</p> <p>___ Unemployment, Worker's Comp., SSI, Social Security, Child Support, TANF in 2020 and/or 2021 were less than that in 2019 and/or 2020</p>	<p>Required documentation:</p> <ul style="list-style-type: none">• IRS Tax Return Transcripts or copies of SIGNED Tax Returns (2019 & 2020)• Copies of W-2 wage statements for the above tax years• Statement of Special Circumstance• Documentation showing loss of benefits/income in the above-mentioned years, <i>which may include:</i><ul style="list-style-type: none">✓ Final pay stub showing YTD earnings✓ Termination notice from the employer✓ Unemployment benefits notice✓ Revised benefits Statement(s)
<p>Death</p> <p>___ Parent ___ Spouse</p>	<p>Required documentation:</p> <ul style="list-style-type: none">• IRS Tax Return Transcripts or copies of SIGNED Tax Returns (2019 & 2020)• Copies of W-2 wage statements for the above tax years• Statement of Special Circumstance• Applicable death certificate• Documentation showing loss of income or employment in the above-mentioned years, <i>which may include:</i><ul style="list-style-type: none">✓ Final pay stub showing YTD earnings✓ Termination notice from the employer✓ Unemployment benefits notice✓ Revised benefits Statement(s)
<p>One-time lump sum payment due to unforeseen circumstances</p> <p>___ One-time lump sum in 2019 and/or 2020</p>	<p>Required documentation:</p> <ul style="list-style-type: none">• IRS Tax Return Transcripts or copies of SIGNED Tax Returns (2019 & 2020)• Statement of Special Circumstance• Copies of W-2 wage statements for the above tax years• Documentation showing one-time lump sum income in the above-mentioned years

Please include Student Name and College ID Number on all correspondence!