



## 2024-2025 SPECIAL CONDITIONS FORM

Financial Aid Office  
 1100 E. 14<sup>th</sup> St.  
 PMB A-8  
 Ada, OK 74820  
 Phone: 580-559-5243  
 Fax: 580-559-5638

Student's Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

The Special Conditions Form can be used if families have experienced special circumstances that occur after 01/01/2023 which merit recalculating your financial aid eligibility based on your 2023 income rather than the federally required 2022 income. Before your appeal can be considered, your 2024-2025 Free Application for Federal Student Aid (FAFSA) must be on file with East Central University and verification completed. All required documents must be submitted prior to the review.

SPECIAL CIRCUMSTANCE (Please Check One)	REASONS FOR CONSIDERATION	REQUIRED DOCUMENTATION ALL DOCUMENTS MUST BE SIGNED
<input type="checkbox"/> Loss of Employment  (Minimum 20% reduction of 2022 income – must be documented for a minimum of 10 weeks)	<ul style="list-style-type: none"> <li>➤ Termination/layoff from job</li> <li>➤ Significant reduction in work hours</li> <li>➤ Retirement</li> <li>➤ Return to School</li> </ul>	<ul style="list-style-type: none"> <li>• Written statement detailing the specifics of your circumstances</li> <li>• Your/Spouse's 2022 &amp; 2023 Federal Tax Return Transcript; if dependent, your Parent's 2022 &amp; 2023 Federal Tax Return Trans</li> <li>• 2024-2025 V1 Verification Worksheet</li> <li>• All W-2 forms for parent(s)/student/spouse</li> <li>• Last pay stub from all employers showing year-to-date earnings</li> <li>• Termination notice from employer or letter of resignation</li> <li>• Benefit statement from Unemployment Administration showing monthly benefit or denial of benefits.</li> </ul>
<input type="checkbox"/> Loss of Untaxed Income	Loss of: <ul style="list-style-type: none"> <li>➤ Child Support</li> <li>➤ Alimony</li> <li>➤ Disability Payment</li> <li>➤ Worker's Compensation</li> <li>➤ Other Untaxed Income</li> </ul>	<ul style="list-style-type: none"> <li>• Written statement detailing the specifics of your circumstances</li> <li>• Your/Spouse's 2022 and 2023 Federal Tax Return Transcript; if dependent, your Parent's 2022 and 2023 Federal Tax Return Trans</li> <li>• 2024-2025 V1 Verification Worksheet</li> <li>• All W-2 forms for parent(s)/student/spouse</li> <li>• Documentation of termination of benefits from benefit provider and date of change (i.e. letter from Social Security Administration or Department of Social Services, divorce decree, court order, DD-214, etc.)</li> </ul>
<input type="checkbox"/> Separation or Divorce during the 2022 calendar year	Parent (if dependent) or spouse (if independent) no longer residing in household due to separation or divorce AFTER the FAFSA has been filed.	<ul style="list-style-type: none"> <li>• Written statement detailing the specifics of the circumstances</li> <li>• Your/Spouse's 2022 &amp; 2023 Federal Tax Return Transcript; if your Parent's 2022 &amp; 2023 Federal Tax Return Transcript</li> <li>• 2024-2025 V1 Verification Worksheet</li> <li>• All W-2 forms must be submitted to verify separation of income</li> <li>• Copy of legal separation agreement, divorce decree, or signed letter from a Third Party Professional (attorney, clergy, counselor, etc.) on letterhead stating date of separation.</li> </ul>
<input type="checkbox"/> Death of Parent or Spouse	Parent (if dependent) or spouse (if independent) passes away AFTER the FAFSA has been filed.	<ul style="list-style-type: none"> <li>• Written statement detailing the specifics of your circumstances</li> <li>• Your/Spouse's 2022 &amp; 2023 Federal Tax Return Transcript; if your Parent's 2022 &amp; 2023 Federal Tax Return Transcript</li> <li>• 2024-2025 V1 Verification Worksheet</li> <li>• All W-2 forms for parent(s)/student/spouse</li> <li>• Copy of Death Certificate</li> </ul>
<input type="checkbox"/> Permanent and total disability	Parent (if dependent), student or spouse (if independent) suffered permanent and total disability.	<ul style="list-style-type: none"> <li>• Written statement detailing the specifics of the circumstances</li> <li>• Your/Spouse's 2022 &amp; 2023 Federal Tax Return Transcript; if your Parent's 2022 &amp; 2023 Federal Tax Return Transcript</li> <li>• 2024-2025 V1 Verification Worksheet</li> <li>• All W-2 forms for parent(s)/student/spouse</li> <li>• Signed letter from a physician stating the extent and duration of disability (stamped signature not acceptable)</li> <li>• Last pay stub from all employers showing year-to-date earnings</li> <li>• Disability benefit statement from Social Security Administration</li> </ul>

**2024-2025 SPECIAL CONDITIONS FORM**

Projected Annual Income and Benefits from \_\_\_\_\_ to \_\_\_\_\_

<b><u>SOURCE OF INCOME:</u></b>	<b>FATHER/ STEPFATHER</b>	<b>MOTHER/ STEMOTHER</b>	<b>STUDENT</b>	<b>STUDENT'S SPOUSE</b>
List Projected Annual Amounts				
Wages, salaries, tips (include Severance Pay)	\$ _____	\$ _____	\$ _____	\$ _____
Pensions and Annuities	\$ _____	\$ _____	\$ _____	\$ _____
Interest and/or Dividend Income	\$ _____	\$ _____	\$ _____	\$ _____
Business or Farm Income	\$ _____	\$ _____	\$ _____	\$ _____
Unemployment Compensation	\$ _____	\$ _____	\$ _____	\$ _____
Alimony	\$ _____	\$ _____	\$ _____	\$ _____
Social Security/SSI Benefits	\$ _____	\$ _____	\$ _____	\$ _____
Worker's Compensation	\$ _____	\$ _____	\$ _____	\$ _____
Disability Benefits	\$ _____	\$ _____	\$ _____	\$ _____
Retirement Benefits	\$ _____	\$ _____	\$ _____	\$ _____
Child Support	\$ _____	\$ _____	\$ _____	\$ _____
Welfare Benefits/TANF	\$ _____	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____	\$ _____
In Kind Support (expenses paid by others on your behalf)				
<b>Total All Income:</b>	\$ _____	\$ _____	\$ _____	\$ _____

**STATEMENT OF CERTIFICATION**

All of the information on this form is true and complete to the best of my knowledge. If requested, I agree to provide further documentation to substantiate the information provided. I understand that all special circumstances are reviewed on a case-by-case basis and this written request does not guarantee approval and may not ultimately result in actual change of the financial aid already offered. I understand that I must provide a copy of the 2022 IRS Tax Returns to verify the data given above. All persons providing information must sign below.

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Student's Signature \_\_\_\_\_ Student ID # \_\_\_\_\_ Date \_\_\_\_\_

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Parent/Spouse's Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

**HAVE YOU PROVIDED ALL OF THE FOLLOWING?**

- |   |   |
|---|---|
| <input type="checkbox"/> Written Detailed Statement of Circumstances  | <input type="checkbox"/> Verification Worksheet                     |
| <input type="checkbox"/> Tax Return Transcripts & W-2 Wage Statements | <input type="checkbox"/> Student's Name and Student ID on ALL Forms |
| <input type="checkbox"/> All Required Documentation as Indicated      | <input type="checkbox"/> Appropriate Signatures on ALL Forms        |

## **Verification of 2022 Income Information for Individuals with Unusual Circumstances Individuals Granted a Filing Extension by the IRS**

An individual, who is required to file a 2022 IRS income tax return and has been granted a filing extension by the IRS, must provide:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2022;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2022;
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2023;
- A copy of IRS Form W-2 for each source of employment income received for tax year 2022 and,
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2022.

### **Individuals Who Filed an Amended IRS Income Tax Return**

An individual who filed an amended IRS income tax return for tax year 2022 must provide:

- A **2022 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A signed copy of the 2022 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

### **Individuals Who Were Victims of IRS Tax-Related Identity Theft**

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return Database View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.