

**WAYNESBURG UNIVERSITY**  
**2018-2019**  
**SPECIAL CIRCUMSTANCES APPLICATION**

STUDENT'S NAME \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

PARENTS' NAMES \_\_\_\_\_

Federal financial aid regulations allow financial aid administrators the ability to re-process a student's aid eligibility based on special or unusual circumstances that a family has encountered in their lives. Some examples of these special circumstances are: loss of employment, loss of untaxed income/benefits, marital separation, divorce, death, disability or a significant reduction in actual or anticipated income. In order to process this application, the applicant must submit the following information to the Waynesburg University Financial Aid Office:

1. An IRS tax transcript of the student's (and spouse's if married) 2016 and 2017 federal tax returns.
2. An IRS transcript of the dependent student's parents' 2016 and 2017 federal tax returns.
3. Signed copies of the student's and parents' 2016 and 2017 federal tax returns (1040, 1040a or 1040ez).
4. Documentation of student's and parents' 2016 and 2017 untaxed income and/or benefits.
5. A 2018-2019 Federal Verification Worksheet ([www.waynesburg.edu/Financial Aid/Financial Aid Forms](http://www.waynesburg.edu/Financial Aid/Financial Aid Forms))
6. If there is a loss or reduction of employment, submit appropriate documentation (letter) from employer.

In addition to these, please explain below why you or your family qualifies for a "special circumstance." Please state not only the reason (e.g., parent became unemployed, loss of child support, one time borrowing from 401K), but also the dates involved (e.g., parents separated on May 1, I became unemployed on June 2). Please be as detailed as possible and attach any and all appropriate documentation (e.g., copy of last pay stub/check, severance letter, 1099-R Form).

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**\*\*OVER\*\***

**PROJECTED 2018 TAXABLE (WAGES AND UNEMPLOYMENT) INCOME**

STUDENT'S YTD \_\_\_\_\_ EST. INCOME TO 12/31/2018 \_\_\_\_\_ TOTAL \_\_\_\_\_  
SPOUSE'S YTD \_\_\_\_\_ EST. INCOME TO 12/31/2018 \_\_\_\_\_ TOTAL \_\_\_\_\_  
FATHER'S YTD \_\_\_\_\_ EST. INCOME TO 12/31/2018 \_\_\_\_\_ TOTAL \_\_\_\_\_  
MOTHER'S YTD \_\_\_\_\_ EST. INCOME TO 12/31/2018 \_\_\_\_\_ TOTAL \_\_\_\_\_

**PROJECTED NONTAXABLE 2018 INCOME/BENEFITS**

STUDENT'S YTD \_\_\_\_\_ EST. INCOME TO 12/31/2018 \_\_\_\_\_ TOTAL \_\_\_\_\_  
SPOUSE'S YTD \_\_\_\_\_ EST. INCOME TO 12/31/2018 \_\_\_\_\_ TOTAL \_\_\_\_\_  
FATHER'S YTD \_\_\_\_\_ EST. INCOME TO 12/31/2018 \_\_\_\_\_ TOTAL \_\_\_\_\_  
MOTHER'S YTD \_\_\_\_\_ EST. INCOME TO 12/31/2018 \_\_\_\_\_ TOTAL \_\_\_\_\_

PLEASE EXPLAIN HOW THESE ESTIMATED, PROJECTED 2018 YEARLY AMOUNTS WERE

CALCULATED (e.g., \$500 bi-weekly unemployment check X 20 weeks = \$10,000):

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By signing this worksheet, I (we) certify that all of the information reported on this application to re-access my eligibility for federal and institutional student aid is complete and accurate. Should our financial circumstances change at any time in 2018, I (we) will notify the Financial Aid Office immediately.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse's Signature \_\_\_\_\_ Date \_\_\_\_\_

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions regarding this form, please contact the Waynesburg University Financial Aid Office at 724-852-3208 or [finaid@waynesburg.edu](mailto:finaid@waynesburg.edu).