

Federal Student Aid Regulations provide the potential for reevaluation if your financial circumstances change. The 2017 income information that you reported on your financial aid application may not be an accurate indicator of your ability to pay for educational costs. If your parents meet one of the circumstances indicated below, your financial aid eligibility may qualify for reevaluation. Once you have completed all steps below, return this form along with the **suggested supporting documentation** to the Trinity Student Financial Services Office. Submission of this form does not guarantee a change in your financial aid eligibility. Each case will be evaluated on an individual basis.

Step I: Student Information

Name _____ Date _____
 Last First MI
 Permanent Address _____
 Number and Street (including Apt. No.) City State Zip Code
 Social Security Number _____ Phone _____

Step II: Reason for Filing a Special Circumstance Form

Check (✓) the circumstance that applies to your situation. Documentation to support your parents' circumstance **must be attached**. **NOTE: Please write student name and student ID number on IRS tax return transcript(s) prior to submitting.**

- A. Your parent(s) earned money in 2017 but has since lost his/her full-time job and is still unemployed.

Suggested Documentation:

1. Copy of your parent's 2017 Federal IRS tax return transcript (Obtain at www.irs.gov/individuals/get-transcript).
2. Statement from ALL previous employer(s) your parent worked for in 2017, 2018 and/or 2019 on company letterhead indicating:
 - Date your parent ceased employment
 - Total earnings for the ENTIRE year of 2017
 - Wages for 2019 (if employment ceased in 2019).
3. A current statement of unemployment benefits received.
4. Copy of your parents' 2017 W-2 form(s).

- B. Your parent(s) earned money in 2017 but has changed employment and is currently earning substantially less money in 2019.

Suggested Documentation:

1. Copy of your parent's 2017 Federal IRS tax return transcript (Obtain at www.irs.gov/individuals/get-transcript).
2. Statement on company letterhead from ALL employers your parent worked for in 2017, 2018 and/or 2019 indicating:
 - Dates of employment
 - Parent's estimated earnings for 2019.
3. Copy of your parents' 2017 W-2 form(s).
4. Recent check stub from current employer(s).

- C. Your parent(s) are now separated or divorced, but the 2019-2020 application for financial aid lists "Married" for the parent's tax filing status.

Suggested Documentation:

1. Copy of your parent's 2017 Federal IRS tax return transcript (Obtain at www.irs.gov/individuals/get-transcript).
2. Copy of both parents' 2017 W-2 form(s); and
3. **If parents are separated:** Attach a signed statement indicating the dates of your parents' separation and list the address where each parent resides **OR**
If parents are divorced: Attach a copy of your parents' divorce decree.

- D. The financial aid application for 2019-2020 includes income earned by a parent who is now deceased.

Suggested Documentation:

1. Copy of your parent's 2017 Federal IRS tax return transcript (Obtain at www.irs.gov/individuals/get-transcript).
2. Copy of your parent's death certificate.
3. Copy of both parent's 2017 W-2 form(s).

- E. Your parent(s) received unemployment compensation or some other taxed or untaxed income or benefit in 2017 but has completely lost that income or benefit. (*Income and benefits include such things as: Social Security benefits, court-ordered child support, retirement or disability benefits. Don't include loss of veteran's educational benefits.)

Suggested Documentation:

1. Copy of your parent's 2017 Federal IRS tax return transcript (Obtain at www.irs.gov/individuals/get-transcript).
2. Statement of termination from the source of income. Include dates he/she received the benefits.
3. Statement from the source of the income or benefit indicating the dates your parent received the income benefit and the estimated income or benefit received in 2017.

- F. Your parents received a one-time income in 2017, such as Social Security payment, inheritance, IRA, or pension distribution.

Suggested Documentation:

1. Copy of your parent's 2017 Federal IRS tax return transcript (Obtain at www.irs.gov/individuals/get-transcript).
2. Statement from source of one-time income indicating amount.
3. Statement from your parents indicating the disposition of the funds.

G. Your parents **paid out** (not owed) a large amount of medical and/or dental expenses in 2017, 2018 or 2019.

Total Medical/Dental Expenses Paid in 2017, 2018 or 2019 \$ _____

Suggested Documentation:

1. Copy of your parent's 2017 Federal IRS tax return transcript (Obtain at www.irs.gov/individuals/get-transcript).
2. Copy of your parents' 2017 federal income tax Schedule A
3. Copies of the medical and dental payments (receipts/statements) not covered by insurance that they have already paid.

H. Your parents **paid** private or parochial elementary and/or secondary tuition in 2017, 2018 or 2019, OR Your parent(s) attended a college or university and **paid** college/university tuition in 2017, 2018 or 2019 for their coursework.

Total Tuition Paid in 2017, 2018 or 2019: \$ _____

Suggested Documentation:

1. Copy of your parent's 2017 Federal IRS tax return transcript (Obtain at www.irs.gov/individuals/get-transcript).
2. Copies of paid receipts for private/parochial elementary and/or secondary tuition; OR
3. Copies of paid receipts for the parent's college/university course tuition; OR
4. Statement from the education institution indicating tuition paid in 2017, 2018 or 2019.

IMPORTANT NOTE: If **one** of the following options applies, please check the appropriate box and **skip to Step IV:**

- The circumstances listed in Step II do not apply to the parent's financial situation
- The Expected Family Contribution (EFC) outcome number on the student's FAFSA is **zero**

Step III: Your Family's Expected Income in 2019

(Enter "0" or "N/A" where applicable. Note: If you checked items C, D, F, G, or H, skip Step III and complete Step IV.)

1. In 2019, how much will your father earn from work?	\$ _____
2. In 2019, how much will your mother earn from work?	\$ _____
3. In 2019, how much will your father receive in Unemployment Compensation?	\$ _____
4. In 2019, how much will your mother receive in Unemployment Compensation?	\$ _____
5. In 2019, how much will your parents receive in Child Support?	\$ _____
6. In 2019, how much will your father receive in Workers' Compensation?	\$ _____
7. In 2019, how much will your mother receive in Workers' Compensation?	\$ _____
8. In 2019, how much will your father receive in Social Security benefits?	\$ _____
9. In 2019, how much will your mother receive in Social Security benefits?	\$ _____
10. In 2019, how much will your parent(s) receive in other untaxed income, such as earned income credit, housing, food, and other living expenses from military, clergy, and others? (Include cash payments and cash value benefits.)	\$ _____

Step IV: Statement of Circumstances / Letter of Appeal

Please attach a separate document to explain any information on this form or expand upon your family's circumstances.

Step V: Read, Sign and Return to Trinity Student Financial Services Office

Certification: All the information on this form and the attached documents is true and correct to the best of my knowledge. If asked by an authorized official, I agree to give additional proof of the information that I have given on this form. I realize that this proof may include a copy of federal or state tax returns. I also realize that if I do not give proof when asked, the Special Circumstance will not be reviewed.

Student Signature _____ Parent Signature _____

Date Completed _____ **Is your documentation attached?** yes no **NOTE: Please write student name and student ID number on IRS tax return transcript(s) prior to submitting.**

All requested documentation can be mailed or faxed to our office: Fax: (847) 317-7040
Trinity International University, Attn: Student Financial Services, 2065 Half Day Road, Deerfield, IL 60015

OFFICE USE ONLY

APPROVED DENIED Date _____ Staff Signature _____ 2nd Check By: _____

Reason for Denial _____

12 Month Period Used _____