



## Extenuating Circumstances Form

Academic Year: Fall 21/Spring 22

Student's Name:

first name

last name

Student Home Address:

street address

city

state

zip

Student ID# (if available):

Virginia Wesleyan University is committed to providing need-based assistance to qualifying students. Especially as our nation struggles with the financial hardships created by the COVID-19 pandemic, personnel in the Financial Aid office recognize that some families have experienced changes to their financial situation that are not reflected on the Free Application for Federal Student Aid (FAFSA). In order to ensure we are fair and principled in our approach, we ask families to document the extenuating circumstances that will affect their ability to contribute toward the student's educational costs. Please provide requested documentation in a timely manner, as an unusually large number of families are requesting additional assistance this year.

### Section 1: Extenuating Circumstances

Please check the appropriate box(es) concerning your reason(s) for requesting a re-evaluation of assistance:

A parent/self/spouse has become unemployed, retired, or has experienced a reduction in earnings (job change).

My parents or I have become separated/divorced after taxes were filed jointly

Income included in tax return was special income for that tax year only (e.g., retirement rollover, funds pulled out of retirement to assist with household bills, one-time bonus, severance funds, etc.)

Unreimbursed medical expenses are impacting the family's ability to contribute. (As a rule, unreimbursed expenses must be 11% above current Adjusted Gross Income.)

Tuition for private school or day care cost of a child or sibling.

Death of parent

Other (please explain briefly):

### Section 2: Explanation of Extenuating Circumstances (Required)

Provide a letter with detailed information describing the extenuating circumstances.

### Section 3: Documentation

For all circumstances:

- Copy of parent's 2019 tax return with all schedules, if the IRS Data Retrieval was not used on the FAFSA

Separation/Divorce:

- Copy of Legal Separation or Divorce Decree
- Copy of W2s or 1099s

Unemployment, Retirement, and Reduction in Earnings:

- Letter from employer documenting last date of work

- Copy of W2s or 1099s
- Information regarding unemployment benefits (including when they began and how long they will be received) or retirement income
- Paystub from current job (if applicable)

**Special (one-time) Income:**

- 1099 showing roll over or amount pulled out of retirement and purpose for which it was used and 2018 Tax Schedule D
- Documentation from employer that income was a one-time bonus or severance package

**Unreimbursed Medical Expenses:**

- List of medical expenses, including date, what it is for, who it is for, and amount (only include expenses that have occurred within the last 12 months)
- Copies of bills or insurance notification for single expenses greater than \$5,000

**Tuition/Daycare Expenses:**

- Copy of current expenses related to school/daycare
- Explanation of for whom the expense was incurred and relationship to student
- Documentation of financial assistance related to expense

**Death of Parent on the FAFSA:**

- Copy of Death Certificate
- Copy of W2s or 1099s
- Information on any life insurance that was received

**Other:** Please contact the Financial Aid Office (finaid@vwu.edu)

## CERTIFICATION

We certify that the information reported in support of the student's request for reconsideration of financial assistance because of extenuating circumstances is complete and correct.

We acknowledge that changes made to this year's award are based on available VWU resources and current awarding policies. Next year's financial aid package will be based on the results of the FAFSA, unless extenuating circumstances are again documented.

Student Signature

Date

Parent Signature (If applicable)

Date

Please provide information for the person we should contact if we have questions about this application or require additional documentation:

Name:

Daytime Phone:

Email address:

**All information can be uploaded via SECURE LINK. To access SECURE LINK, log into Financial Aid Self Service (at vwu.edu, under MyBeacon). The link is on the right hand side of the screen. Please do not email information containing Personal Identification Information (PII).**