

FINANCIAL AID OFFICE

600 Forbes Avenue Pittsburgh, PA 15282-0299 Phone: 412-396-6607 Fax: 412-396-5284

duq.edu/admissions-and-aid

2024-2025 Special Circumstance Request Form

Student Name:	Student ID:
Email:	Phone:

Your financial aid for the **2024-25** academic year is based on **2022** income information. If you and/or your parent(s) circumstances have changed since the filing of your 2024-25 financial aid applications, you may request a reevaluation of eligibility.

The following are examples of scenarios that may be eligible for a reevaluation of eligibility:

- Loss of income due to loss of employment or reduction in salary
- Death of a Parent or Spouse
- Divorce or Legal Separation
- One-Time/Non-Recurring Income
- Medical or Dental expenses paid out of pocket and not covered by medical or dental insurance during a single, recent year
- Dependency Override

Note, the following scenarios may not be considered for a reevaluation of eligibility:

- Loss of overtime or bonus income
- Fluctuations in self-employment or business income, although exceptions may be made in the case of businesses impacted by COVID-19
- Bankruptcy, foreclosure, or collections cost associated with outstanding debts
- Consumer debt such as credit cards, car payments, mortgage, and other loans
- Payments on back taxes owed to the IRS
- Lottery or gambling winnings or losses

Check	Circumstance or Event	Required Supporting Documentation		
	Significant loss of income due to termination or involuntary separation from employer (Current income is significantly lower than the income reported on 2022 Income Tax forms)	 2022 Federal Income Tax Returns (unless IRS DRT was used on FAFSA) Copy of three most recent pay stubs for student and/or parent Termination, Furlough, or Reduction-in-Force notification from employer Severance Statement (if applicable) Unemployment Benefits Statement (if applicable) 		
	Death of Parent or Spouse (If 2022 Income Tax data reflects income from a now deceased member of the household)	 2022 Federal Income Tax Returns W-2 Income Statements Death Certificate Copy of three most recent paystubs for student and/or parent 		
	Divorce or Separation (If 2022 Income Tax data reflects joint income from a partner or parent who has since been divorced or legally separated and no longer contributed to household income)	 Divorce Decree Legal Separation documentation and proof of current separate residences 2022 Federal Income Tax Returns W-2 Income Statement from student and/or parent 		

	One-time/Non-Recurring Income (Income that was on the 2022 Income Tax Forms but was from a 1-time event and not an annual part of total income)	 Clarification of what the 1-time/non-recurring income was in reference to Documentation such as IRA Distribution docs, Bill of Sale from the sale of property, and/or Form 1099 				
	Medical Expenses (Must be more than 10% of Adjusted Gross Income)	reimbursed or	n of outstanding/prior year mo paid by insurance special circumstances	edical bills <i>not</i>		
	Dependency Override (Dependent-to-Independent status change)	 Contact the Financial Aid Office for more information on completing a separate Dependency Override Request Form and a listing of all required documentation to request a Dependency Override. 				
Statement of Event						
Please use the space below to explain any information on this form or expand upon your family's circumstances. All supporting/required documentation should be attached to this application and submitted together in one submission. Please ensure you have attached all required documentation. Incomplete requests will be denied.						
Student Certification						
I/We certify that the information provided on this form as well as all attached supporting documentation is accurate and complete as of this date. I/We understand that the request for a financial aid re-evaluation is not guaranteed to result in a change to my financial aid eligibility and does not release me from payment of any balance due on my student account.						
Student Sig	gnature:		Date:			
Parent Signature:		Date:				
Office of Financial Aid						
Director:		Date:	Approved	Denied		