

Special Circumstance Form

For 2023-24 Financial Aid

Student's Name _____ Warrior ID#: _____
(If known)

The Department of Education allows the Financial Aid Office to make adjustments to your FAFSA with valid documentation if your family's finances have significantly changed since 2021. Adjustments may or may not result in an increase in financial aid eligibility.

Submit a SIGNED copy of the 2021 Federal IRS 1040 tax return including schedules and 2021 W2s along with the required documentation listed below.

- ____ 1. **Loss of employment or reduction of wages for your parents or you (and your spouse) in 2022**
 - a. Effective date: _____ Name of person: _____
 - b. **Separate signed and dated statement** explaining the situation. Provide details.
 - c. Last pay stub from current and/or previous employer(s) in 2022 AND most recent pay stub for other parent or spouse in household
 - d. Unemployment printout from state showing benefits received to date in 2022 (if any)
 - e. Letter from employer stating layoff or reduction of wages and new pay rate

- ____ 2. **One-time TAXABLE or UNTAXABLE income in 2021 that will not be received in 2022 or 2023:**
Examples: 401k withdrawal, inheritance, IRA Rollover, etc. reflected on the 2021 tax return
 - a. Source: _____
 - b. Amount of one-time income: _____
 - c. 2021 IRS Form 1099
 - d. **Separate signed and dated statement** explaining how the income was used

- ____ 3. **Legal separation or divorce of your parents or you and your spouse that occurred after submission of your original 2023-2024 FAFSA:**
 - a. Separation: ☐ Yes ☐ No Divorce: ☐ Yes ☐ No Effective date: _____
 - b. Copy of separation or divorce court document

- ____ 4. **Death of your parent or spouse that occurred after submission of your original 2023-2024 FAFSA:**
 - a. Date of death: _____ Name of person: _____
 - b. Relationship to student: _____
 - c. Copy of death certificate

- ____ 5. **Other extenuating circumstances:** _____
 - a. Effective date: _____
 - b. **Separate signed and dated statement** explaining the situation.
 - c. Additional information may be requested during the review.

Student Signature (required)

Parent Signature (if dependent student)

Date

**MISSING SIGNATURES and/or MISSING DOCUMENTATION
will delay the processing of your request.**

MAIL or FAX Information to:

WLC Financial Aid Office
8800 W. Bluemound Road
Milwaukee, WI 53226

Fax: 414.443.8540
Do not email documents - email
over the internet may not be secure.

Questions:

Phone: 414.443.8861
Email: financial.aid@wlc.edu
Website: wlc.edu/fa