When completing the FAFSA, you are required to provide prior year income/asset information and in some cases, this information changes or is not a good representation of your family’s financial situation. If you are experiencing a hardship or other situation that is not reflected on the FAFSA, we may be able to reevaluate your financial need. Please note that not all circumstance reviews will result in additional financial aid.

Instructions:
Please check the box next to each step as you complete it. If you are a dependent student, as defined on the FAFSA, complete all requested information about you and your parent(s). If you are considered independent per the 2016-17 FAFSA, please submit information about yourself and your spouse, if applicable.

**Step 1**
Have you filed your FAFSA for 2016-17? Yes ______ No ______
Special Circumstance Reviews cannot be completed until we have received a valid FAFSA.

**Step 2**
Submit a detailed explanation of your circumstances. This statement must be signed by you and your parent, if you are a dependent.

**Step 3**
If your circumstances relate to a loss of income, please estimate all income for the 2016 calendar year (January 2016 – December 2016)

<table>
<thead>
<tr>
<th>Income from work</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unemployment</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Interest Income</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Alimony</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other taxable income</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**Type:** ____________________________

| Income from Social Security benefits | $ | $ |
| Payments to tax deferred pensions | $ | $ |
| IRA deductions | $ | $ |
| Child Support | $ | $ |
| Untaxed distributions from any IRAs or pensions | $ | $ |
| Welfare benefits (do not include SNAP benefits) | $ | $ |
| Workman’s Compensation | $ | $ |
| Other untaxed income | $ | $ |

**Type:** ____________________________

| Total | $ | $ |

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Step 4
Verification must be completed prior to processing any special circumstance review. Submit copies of the following required documents:

1. Copies of all 2015 Federal tax return transcripts (Student and parent)
   - Will be waived if you used the IRS Data Retrieval Tool on the FAFSA
   - Obtain a copy of your transcript at www.irs.gov/Get-Transcript
   - Check if you have already submitted it: student __________ parent __________

2. Copies of all student and parent (or student and spouse) W-2 forms from 2015
   - Check if you have already submitted it: student __________ parent __________

3. Capital University Verification Worksheet
   - Check if you have already submitted it __________

Step 5
Check all situations that apply and refer to the list of required documents that must be submitted. These must be included with this form and your detailed letter of explanation in order for us to complete our review.

_____ Unemployment/loss of income/retirement
- Last pay stub(s) from previous employer indicating year to date earnings
- Letter from prior employer or other proof of date of termination
- If applicable, copy of unemployment benefits letter
- If applicable, documentation to support anticipated earnings
- If applicable, court documentation to show loss of child support or alimony

_____ Divorce/separation/death of parent since FAFSA was filed
- Copy of divorce decree or letter from attorney stating marital status --or--
- Copy of death certificate to verify date of death

_____ Unusual medical or dental expenses
- Itemized statements from medical providers showing the name of the patient, date(s) of treatment, charges and patient payment --or--
- Schedule A from the 2015 Federal income tax return if expenses were itemized
- Be sure to include the total amount of expenses incurred that were not covered by insurance in your letter of explanation

_____ Tuition expenses paid for sibling at private elementary or high school
- Letter or invoice from the school documenting the amount paid by the family in 2015-16
- Include in letter of explanation the amount you anticipate paying for the 2016-17 year and for whom

_____ Non-repeating income reported on the FAFSA
- Letter of explanation must include the source of the one-time (non-repeating) income and how those funds were spent

_____ Other:
- Sufficient documentation must be submitted to substantiate the information provided in the letter of explanation

Step 6
Read and sign below

I attest that the information provided on this form and all supporting documentation is true to the best of my knowledge. I understand that incomplete requests will not be reviewed and that submitting this information does not guarantee an adjustment to my/my child's financial aid.

Student Signature __________________________ Date __________ Parent Signature __________________________ Date __________

Student e-mail address __________________________________________ Parent e-mail address ______________________________

Step 7
Submit all documentation to:

Capitol University
Financial Aid Office
Yochum Hall First Floor
1 College and Main
Fax: 614-236-6926
Columbus, OH 43209
Phone: 614-236-6511
Email: finaid@capital.edu

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