

**Special Circumstance Form 2020-2021**  
**West Virginia Wesleyan College**  
**Financial Aid Office ♦ 59 College Ave ♦ Buckhannon, WV 26201 ♦ Fax: (304) 473-8824**

This Special Circumstance Form may be used by you to report unusual circumstances which impact your ability to pay for you or your child's education at WV Wesleyan. Such situations include but are not limited to: loss of income, death of a wage earner, or extraordinary expenses that reduce your income. Before the Financial Aid Office can review the information on this form, you must have previously filed a 2020-2021 Free Application for Federal Student Aid (FAFSA) and completed the Verification Process, if applicable. Special circumstances are only approved **one time** in any instance. Your application for appeal will **NOT** be reviewed if we do not receive all the required information. **Return this form and all documentation to the address above.**

Please complete the section of this form that pertains to your family's situation. The following materials must be submitted to our office:

1. This form
2. A detailed written explanation of your circumstance
3. Any other documentation to support your appeal

<u>Cindy Doe</u>	<u>0555555</u>	<u>John and Jane Doe</u>	<u>555-555-5555</u>	<u>janedoe@doe.com</u>
Student's Name	Student ID	Parent's Name	Telephone	Email Address

**INCOME REDUCTION**

Will your income be significantly less in 2020 than in 2019? Yes  No  Date of occurrence: 3-15-2020  
 If "Yes" check the appropriate reason below.

- Unemployment or change in employment – Provide copies of signed 2019 1040 & W-2s, Termination Letter, Final Pay Stub, and Unemployment Notice
- Divorce/separation – Provide copy of Divorce or Separation Agreements, Signed 2018 1040 Tax Return & W-2s
- Death of spouse – Provide copy of Death Certificate, Signed 2018 1040 Tax Return & W-2s
- Disability of student or student's parent or spouse – Provide copy of disability, Signed 2018 1040 Tax Return & W-2s
- Loss of child support or Social Security Benefit upon child reaching age 18 – Provide Social Security Statements
- Other, please list – Provide Statements if applicable \_\_\_\_\_

Provide the following household information for the period January 1, 2019 to December 31, 2019. If you are divorced, separated, or widowed include only your income information. If remarried, include your spouse.

Wages, salaries, tips (including severance pay, disability payments and any income from work)	\$ <u>62,195</u>
Other taxable income	<u>0</u>
Untaxed Social Security benefits	<u>0</u>
Aid to Families with Dependent Children	<u>0</u>
Child support received	<u>0</u>
Other untaxed income	<u>0</u>

**NONRECURRING INCOME**

- One-time income – Provide Statements (e.g., inheritance, moving expense allowance, IRA or pension distribution) – Identify the source of income, the amount, and how the funds were spent or invested. \_\_\_\_\_
- Other, please list – Provide Statements if applicable \_\_\_\_\_

**UNUSUAL MEDICAL/DENTAL EXPENSES**

**Required Documentation:** You or your parents itemized medical/dental expenses, a signed copy of the 2019 federal tax return, with Schedule A. If you or your parents did not itemize medical/dental expenses, provide receipts of medical and dental payments made during 2019. Medical/dental expenses up to 11% of the family's income are already taken into account by the federal needs analysis formula when determining financial aid eligibility. Therefore, only the portion of expenses which exceed 11% will be considered an unusual circumstance.

How much did you or your parents pay for medical/dental expenses not covered by insurance in 2019? \$ \_\_\_\_\_

**CERTIFICATION STATEMENT**

We certify that all of the information provided is complete and correct.

<u>Cindy Doe</u>	<u>4-10-2020</u>
Student's Signature	Date
<u>Jane Doe</u>	<u>4-10-2020</u>
Parent/Guardian's Signature	Date

April 10, 2020

Jane Doe  
55 Doe Lane  
Buckskin, WV 55555

West Virginia Wesleyan College  
Financial Aid Office  
59 College Avenue  
Buckhannon, WV 26201

Dear Financial Aid Staff,

My daughter, Cindy Doe, is a student at West Virginia Wesleyan College. Due to the coronavirus pandemic, my husband and I are both currently unemployed. My husband, John, was laid off from his job at Flintstone Resort on March 15, 2020. I worked part-time at Acme Book Store, and my employer closed the store on March 20, 2020. My husband hopes to return to his job at some point, but he has not been given an anticipated date of return. My employer has said that the store will not reopen.

John receives unemployment compensation of \$322.00 per week plus the additional \$600 per week from the CARES Act funding. I had recently begun my part-time job, and I am not eligible for unemployment. We have no other income at this time. We very much appreciate any assistance that you can offer us.

Sincerely,



Jane Doe

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**With the above example, the following documentation should also be included:**

1. **Signed** copy of the parents' 2019 tax return and W-2's
2. Last paystub that Jane Doe received from Acme Bookstore and termination letter
3. Last paystub that John Doe received from Flintstone Resort and termination letter
4. Verification of the amount of unemployment that John Doe is receiving