



Student Name:		Student ID:	
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2018-19 SPECIAL CONDITIONS REQUEST

Complete this form if your family has unusual circumstances not reflected on your Free Application for Federal Student Aid (FAFSA). You are submitting this Special Conditions form to request that Western Oregon University make a change to the information you reported on the FAFSA that is used to calculate your Expected Family Contribution. If your Special Conditions request is approved, your eligibility for aid may or may not change.

When you turn in the Special Conditions Request form;

- you will be required to be verified (if you were not already selected for verification) which must be completed prior to consideration of your Special Conditions Request form,
- you are encouraged to submit documentation as early as possible; however, **review will not begin until August 1, 2018.**
- We will notify you via your WOU e-mail regarding the outcome of this request.

CIRCUMSTANCE	FAMILY MEMBER(S)	EXPLANATION	REQUIRED DOCUMENTATION
<input type="checkbox"/> Base Tax Year Change	<input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2	Your family's 2017 taxes more accurately reflect your family's financial situation than your 2016 taxes	<input type="checkbox"/> 2017 Tax Return Transcripts for all tax filers(student & spouse/parents) obtain Tax Return Transcripts at irs.gov/transcript <input type="checkbox"/> All 2017 W-2's for all non-filers who worked <input type="checkbox"/> IRS Letter of Non-filing for all non-filers requesting a base tax year change, excluding dependent students
<input type="checkbox"/> Death In The Family	<input type="checkbox"/> Spouse <input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2	Death of a student's spouse or parent(s) in 2018 who worked in 2017.	<input type="checkbox"/> Copy of original death certificate <input type="checkbox"/> Copy of 2017 Tax Return Transcript of surviving spouse (if applicable) <input type="checkbox"/> Copy of 2017 W-2's for both deceased and surviving spouse
<input type="checkbox"/> Disability	<input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2	You, your spouse, or your parent(s) who earned income in 2017 and are unable to earn income for any portion of 2018 due to disability	<input type="checkbox"/> Statement of disability from attending physician on medical clinic letterhead <input type="checkbox"/> Statement of disability benefits showing year-to-date benefits received and type of benefit (e.g. worker's comp, SSD, insurance settlement) <input type="checkbox"/> Final paystub showing year-to-date earnings prior to disability (including any severance pay) <input type="checkbox"/> Statement of any other taxed or untaxed income if applicable (e.g. child support, retirement cash-out)
<input type="checkbox"/> Legal Separation or Divorce	<input type="checkbox"/> Student <input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2	You or your parent(s) on the FAFSA legally separated or divorced after filing the FAFSA	<input type="checkbox"/> Legal Separation or Divorce documents with a county court with a case number assigned <input type="checkbox"/> Proof of establishment of separate residences (e.g. lease agreement, mortgage paperwork) <input type="checkbox"/> 2016 W-2 forms from all employers
<input type="checkbox"/> Marriage of otherwise Dependent student		You filed your 2018-19 FAFSA as a Dependent student, but you have since been married	<input type="checkbox"/> Copy of your official marriage license with visible certifying seal <input type="checkbox"/> Your spouse's 2016 Federal Tax Return Transcript, or <input type="checkbox"/> 2016 W-2's for the non-filer who worked, and an IRS Letter of Non-Filing
<input type="checkbox"/> Cash-Out of Pension or Other Retirement Investment Account	<input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2	You, your spouse, or your parent(s) cashed out a retirement account and rolled it over into a new investment	<input type="checkbox"/> Final statement of investment withdrawal <input type="checkbox"/> Statement of new investment showing deposit of cash-out amount

This document is available in alternative formats. Please give reasonable notice to the Financial Aid Office.

WOU Financial Aid Office



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Explain your Special Circumstance which you have selected on front page. Give as much detail as possible. Attach appropriate documentation to this form.

Date of Occurrence: _____

Explanation:

By signing this document, you attest the above to be true. You further attest that your attached documentation is authentic. Giving false statements or documentation to request that Western Oregon University make a change to your federally calculated Expected Family Contribution is considered financial aid fraud and is punishable by fines and/or incarceration.

Student Signature: _____ Date: _____

Spouse/Parent Signature: _____ Date: _____

<p>OFFICE USE ONLY:</p> <p>Comments:</p> <p>Counselor: _____ Date: _____</p>
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WOU Financial Aid Office

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