

**Financial Aid**

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Digital Drop Box - [lanecc.edu/financialaid/document-intake-form](http://lanecc.edu/financialaid/document-intake-form)

**Student Income**



**2024-2025 SPECIAL CIRCUMSTANCES REQUEST**

Student name: \_\_\_\_\_

Student L#: \_\_\_\_\_

Student phone: (      ) \_\_\_\_\_

If there has been a **significant** change in the financial information since you filed your FAFSA, you may ask for a review of your financial situation. Requests are reviewed in the order received. You must have an financial aid offer from our office before your request will be reviewed. Please allow two to eight weeks for processing. A second appeal will not be considered based on 2024 income changes unless you experience an additional substantial change in your financial information. For more info on how to request a copy of your tax return transcript/wage and income transcript go to [lanecc.edu/costs-admission/paying-college/financial-aid/request-tax-transcript](http://lanecc.edu/costs-admission/paying-college/financial-aid/request-tax-transcript).

**☀️ YOUR REQUEST WILL NOT BE REVIEWED WITHOUT DOCUMENTATION ☀️**  
**Check the box that best matches your circumstances:**

Circumstance	Tax Year	Guidelines	Documentation Required
<input type="checkbox"/> Loss or reduction of Income	<input type="checkbox"/> 2023 <input type="checkbox"/> 2024	<ul style="list-style-type: none"> <li>● Make sure your income for the year chosen is less than your 2021 income</li> </ul>	<ul style="list-style-type: none"> <li>● Tax Return Transcript/Signed Tax Return with Schedules 1,2,3 if applicable</li> <li><b>AND ALL W-2s/Wage and Income transcripts from IRS.gov/transcripts for year chosen for both student and spouse, if married</b></li> </ul>
<input type="checkbox"/> Medical/Dental/Health expenses paid in 2022 or 2023 but not reimbursed by insurance/third party	<input type="checkbox"/> 2023 <input type="checkbox"/> 2024	<ul style="list-style-type: none"> <li>● Federal law states that we can only consider medical expenses in excess of 11% of you Adjusted Gross Income</li> <li>● You can find your AGI on your most recent tax return</li> </ul>	<ul style="list-style-type: none"> <li>● Tax Return Transcript/Signed Tax Return for the year chosen with Schedules 1,2,3 if applicable <b>and</b> a copy of Schedule A; <b>OR</b></li> <li>● Out of pocket expenses exceeding 11% of your AGI <b>and</b> documentation of your figures (i.e., W2s and paid statements from provider)</li> </ul>
<input type="checkbox"/> Divorce/Separation	<input type="checkbox"/> 2023 <input type="checkbox"/> 2024	<ul style="list-style-type: none"> <li>● You are now divorced or separated since filing your FAFSA</li> </ul>	<ul style="list-style-type: none"> <li>● Copy of the divorce decree or a statement on letterhead from an attorney, counselor, or clergy person</li> <li>● Proof of separate residences</li> <li>● Tax Return Transcripts/Signed Tax Return with all schedule pages <b>AND ALL W2's</b> for student and former spouse or students Wage and Income Transcript for chosen year to separate income from joint returns</li> </ul>
<input type="checkbox"/> Other unusual circumstance	<input type="checkbox"/> 2023 <input type="checkbox"/> 2024	<ul style="list-style-type: none"> <li>● Type and sign a statement detailing the unusual circumstance you have experienced</li> </ul>	<ul style="list-style-type: none"> <li>● All document(s) that support your circumstance Provide documentation from an independent third party that supports your statement (eg. hospital records, court filing, housing documents)</li> </ul>

Check all benefits received in 2023 or 2024

-SSI -WIC -Food Stamps -Free/Reduced School Lunch -TANF -Dislocated Worker

Did you receive any child support payments in the most recent tax year? If so how much \$ \_\_\_\_\_ Month/Year

Signing this form certifies that all the information reported on it is complete and accurate. I understand that incorrect information may affect future financial aid funding, result in a \$20,000 fine or both. Requests are processed in the order in which they are received, and will take two to six weeks to review. All decisions are final.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_