



***Financial Aid Office***  
***2024-2025 Request for Reconsideration***  
***Based on Extenuating Circumstances***

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Student SSN:** \_\_\_\_\_ **Student Phone #:** \_\_\_\_\_

Students and their families may experience unforeseen circumstances, loss of income, or extraordinary expenses during an academic year. If you have encountered a significant loss or reduction of income (since 2022), you may fill out this form to determine if you are eligible for any additional federal aid. Please submit clear explanations and reasonable documentation. **Failure to provide sufficient supporting documentation will result in the denial of your request.**

Please check the box that applies to your situation and provide the required documentation.

**UNEMPLOYMENT OR CHANGE IN EMPLOYMENT**

- ☐ You/your parent/your spouse has lost employment because of termination, layoff, disability, retirement, company closing, or shutdown.

Attach the following:

- A signed and dated statement of your circumstances (preferably typed) indicating the following:
  - Family member experiencing the loss, type of loss, and date(s) the loss occurred
  - Date expected to return to work (if known)
- Supporting documentation such as layoff/termination notice, disability compensation notice, worker's compensation notice, unemployment notice, etc.
- Verification documentation if not previously submitted:
  - 2024-2025 Verification Worksheet (dependent or independent)
  - 2022 and 2023 Tax Return Transcript and all W2s for student/spouse (if married)
  - 2022 and 2023 Tax Return Transcript and all W2s for parent (if dependent) whose income was included on your FAFSA

**DEATH OF PARENT OR SPOUSE**

- ☐ Your parent or stepparent is now deceased, but his/her information was reported on the FAFSA.
- ☐ Your spouse is now deceased, but his/her information was reported on the FAFSA.

Attach the following:

- A copy of the death certificate
- 2022 W2s for you or your surviving parent if a joint tax return was filed.
- Verification documentation if not previously submitted:
  - 2024-2025 Verification Worksheet (dependent or independent)
  - 2022 and 2023 Tax Return Transcript and all W2s for student/spouse (if married)
  - 2022 and 2023 Tax Return Transcript and all W2s for parent (if dependent) whose income was included on your FAFSA

**LOST BENEFITS**

- ☐ You/your parent/your spouse have/has lost some type of untaxed income or benefits. Untaxed income includes benefits such as worker's compensation, child support, pensions and annuities, social security benefits and/or alimony.

Attach the following:

- A signed and dated statement of your circumstances (preferably typed) indicating the following:
  - Family member experiencing the loss, type of loss, and date(s) the loss occurred or will occur
- Supporting documentation such as termination notice of worker's compensation, social security notice, court decree for child support or alimony, etc.
- Verification documentation if not previously submitted:
  - 2024-2025 Verification Worksheet (dependent or independent)
  - 2022 and 2023 Tax Return Transcript and all W2s for student/spouse (if married)
  - 2022 and 2023 Tax Return Transcript and all W2s for parent (if dependent) whose income was included on your FAFSA

### **DIVORCE OR SEPARATION**

- ☐ You have or your parent has divorced or separated from a spouse and his/her information was reported on the FAFSA.

Attach the following:

- A signed and dated statement of your circumstances (preferably typed) indicating the following:
  - Date of separation or divorce (attach a copy of divorce decree or separation agreement signed by a judge) *If legal action has been started, please provide documentation of separate residences (current utility bills from each household).*
  - Amount of child support and alimony, if received
- 2022 W2s for you or your parent if a joint tax return was filed.
- Verification documentation if not previously submitted:
  - 2024-2025 Verification Worksheet (dependent or independent)
  - 2022 and 2023 Tax Return Transcript and all W2s for student/spouse (if married)
  - 2022 and 2023 Tax Return Transcript and all W2s for parent (if dependent) whose income was included on your FAFSA

### **OTHER**

- ☐ Other extraordinary circumstance.

Attach the following:

- A signed and dated statement of your circumstances (preferably typed)
  - Any supporting documentation
- Verification documentation if not previously submitted:
  - 2024-2025 Verification Worksheet (dependent or independent)
  - 2022 and 2023 Tax Return Transcript and all W2s for student/spouse (if married)
  - 2022 and 2023 Tax Return Transcript and all W2s for parent (if dependent) whose income was included on your FAFSA

### **CERTIFICATION**

By signing below, I/we acknowledge and confirm that the above information is complete and correct. Purposely giving false or misleading information may result in federal fines, jail sentence, or both.

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

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_  
(if applicable)

Print Parent Name: \_\_\_\_\_  
(if applicable)

**Please return this completed form and supporting documentation to the Financial Aid Office on your campus, or email to [finaid@asub.edu](mailto:finaid@asub.edu).**

**For Office Use Only: Approved, Correction Made** \_\_\_\_\_

**Denied** \_\_\_\_\_