

### A. Student Information

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\_\_\_\_\_  
*First name*

\_\_\_\_\_  
*Last name*

\_\_\_\_\_  
*DUID Number*

The University of Denver understands that special circumstances occur which may affect a student's financial aid eligibility. The Financial Aid Special Circumstances Committee will review each request for change on an individual basis. Please note that **submission for review will not guarantee changes in financial aid files nor prevent any late charges that may be applied to a student's tuition account balance. All decisions are final.**

**NOTE:** As part of the review process the Financial Aid Special Circumstances Committee looks at the current student financial aid package. It is expected that all financial aid options have been explored and exhausted before coming to the committee. Please be sure that all grants, scholarships, and Federal loans have been accepted before submitting this application for review.

#### **The following are examples of special circumstances:**

- Loss or reduction of employment, wages, or unemployment compensation
- Additional costs incurred as a result of a student's disability
- Excessive medical or dental expenses not covered by insurance (documentation must be submitted) that exceed 7.5 of the family's or student's Adjusted Gross income
- Bankruptcy or foreclosure
- Divorce or separation of parents (legal documentation must be submitted)
- Forgiveness (whole or partial) of one time lump sum payments are **only taken into consideration if the money was used to offset the above mentioned circumstances.** Documentation must be provided.
- Loss of child support

#### **The following do not constitute special circumstances:**

- Reduction in 401K values
- Reduction in investment values
- Debt to income ratios
- Parents' refusal to contribute to the student's education
- Parents' inability or unwillingness to borrow Parent PLUS loans
- Lack of credit worthy co-signers

**The following must be submitted with this form (unless previously submitted):**

**Please be advised that by submitting these documents, your reported CSS PROFILE and FAFSA figures may need to be adjusted. This could negatively impact your initial award.**

- [2015-16 Dependent Verification Worksheet](#)
- Both the parents and student must update the FAFSA by using the IRS data retrieval tool or submit copies of parent and student 2014 Federal tax return transcripts:
  - a) To use the IRS data retrieval tool, which will import your 2014 tax return data directly into your application, log into your FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and click "Make FAFSA Corrections" for 2015-2016.
  - b) To obtain a free federal tax return transcript through the IRS, go to [www.irs.gov](http://www.irs.gov) and click on "Get Transcript of Your Tax Records," or call 1-800-908-9946. Be sure to order a **return** transcript, not an account transcript.

## **B. Explanation of Re-Evaluation**

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Please use the area below to explain the reason why this special request is being made (attach a separate page if necessary).



## E. Signatures

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**By signing, I have certified that the information provided on this form is true and correct to the best of my knowledge. I understand that this does not guarantee any changes in the original financial aid package offered, late fees accrued on any remaining account balance are my sole responsibility, and some aid may adjust should I be offered other sources of financial aid. I also understand that if there is any additional financial aid awarded, it will be a one time offer only.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (required for dependent students)

\_\_\_\_\_  
Date