

Student Name: _____

DU ID: _____

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 for each student, the Financial Aid Special Circumstances Committee looks at the current financial aid offer. It is expected that all financial aid options have been exhausted, including federal student loans, prior to submitting the *Special Circumstance Request* form.

Additional Documentation:

We understand that, due to the sudden nature of many emergencies, you may not be able to provide detailed documentation for your situation. Please complete this form as best you can with the information and documentation that you have available, and our advisors will work with you to understand and address your circumstances. If you have questions or need to submit additional documentation, please email finaid@du.edu.

The following are examples of special circumstances:

- Loss or reduction of employment, wages, or unemployment compensation.
- Extra expenses related to a student's disability.
- Excessive medical or dental expenses not covered by insurance (documentation must be submitted).
- Bankruptcy or foreclosure
- Divorce or separation of parents (this may result in the need for a Noncustodial Parent CSS Profile).
- 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 education costs.
- Parents' inability or unwillingness to borrow Parent PLUS loans.
- Lack of credit worthy co-signers.

Explanation of Re-evaluation:

Please explain the reason why this special request is being made and explain the specific fiscal impact:

Reduction in Income or Job Loss for 2026:

If you have experienced job loss or reduction in income, please complete the table below and provide documentation.

Date of job termination or reduction: _____

2026 Gross Income	Earned Income (Year-to-Date)	+	Estimated Income (Present to Year-End)	=	2026 Total Income
Wages, salaries, tips:					
<i>Parent 1 Name:</i>		+		=	
<i>Parent 2 Name (if applicable):</i>		+		=	
<i>Student (if applicable):</i>		+		=	
Net income or loss from business or farm:		+		=	
Unemployment compensation:		+		=	
Severance pay or vacation payouts:		+		=	
Other taxable income:		+		=	

Required Documentation:

Please submit documentation that supports your explanation for this request. These may include (but are not limited to):

- Parent(s) 2025 federal tax return.
- Parent(s) 2025 W-2s.
- Statement from employer regarding termination.
- Pay stub reflecting change in income or wages.
- New employer pay stub showing new wages.
- Documentation of unemployment benefits.
- Documentation of excessive medical or dental expenses not covered by insurance.
- Certificate of divorce or separation.
- Business tax returns and balance sheets.

Do you have any comments about the documentation you are submitting to support your appeal? (optional)

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Special Circumstance Requests will be reviewed once all required documentation has been received. We will contact you if additional documentation or clarification is needed. You will be notified of the outcome by email once your request is complete.

Certification and Signature

By signing, you have certified that the information provided on this form is true and correct to the best of your knowledge. You understand that submitting a Special Circumstance Request does not guarantee any changes to your original financial aid offer; late fees accrued on any remaining account balance are your sole responsibility; aid types and/or amounts may be adjusted. Any additional aid offered because of this appeal is only applicable for this academic year. **DU Supplemental Grant fund consideration requires that you accept a portion of your Federal Direct Loan(s):**

- First-year students must accept at least \$3,500 in Direct Loans
- Second-year students must accept at least \$4,500 in Direct Loans
- Third- and fourth-year students must accept at least \$5,500 in Direct Loans

_____ Student Signature	_____ Date	_____ Parent/Guardian Signature	_____ Date
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