



Southeastern Illinois College
Financial Aid Office
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2025-2026
Special Circumstances
Parent

Complete this form **AFTER** receiving the **2025-2026** Student Aid Report. If you have been chosen for verification, that process must be completed **BEFORE** this Special Circumstance appeal is considered. **ALL DOCUMENTATION REQUESTED** must be delivered to the address above. Failure to supply documentation will delay your appeal. Appeals are reviewed weekly. You will be notified in writing of the decision. This form **MUST** be completed, signed and dated by the student. **If submitting after December 31, 2025, submit 2025 W-2 Wage and 2024 U.S. Federal Tax Return.**

Section A- Student Information (Please print clearly)

Last Name _____ First Name _____ M.I. _____ Student ID Number _____

Address _____ Date of Birth _____

City _____ State _____ Zip Code _____ Phone Number _____

Section B- Financial Information

Number of family members in 2025-2026 (include student, student's parents, and dependents): _____

Number of family members in college at least half-time during 2025-2026 (include student): _____

Reduction or loss of income from work in 2024 or 2025: Parent/step-parent lost his/her job or has reduced hours or salary at current employment. The decrease in income must be at least \$2,000 and at least 20% of total income to be considered. Date of termination/layoff or change income: _____
Provide appropriate documentation:

- Documentation of change in employment from employer(s) on company letterhead specifically stating the date of termination/layoff.
- All final pay stubs and most recent pay stubs from any current employment for both parents.
- Documentation of maximum unemployment benefits received/to be received.
- Proof of severance pay received, 401k, IRA, stocks/bonds, pensions, or other assets converted to cash.
- Recent check stub, disability verification, or other documentation to support loss of income.

Reduction or loss of other taxable income/benefits in 2024 or 2025: Parent/step-parent has experienced loss in unemployment benefits, alimony, or other taxed income. The decrease in income must be at least \$2,000 and at least 20% of total income to be considered.
Provide appropriate documentation:

- Proof of the amount and type of income lost.
- A copy of the current pay statement showing gross year to date wages from each job worked for both parents.

Reduction or loss of untaxed income/benefits in 2024 or 2025: Parent/step-parent has experienced loss in child support, veteran's noneducation benefits, workers compensation, or other untaxed income.
Provide appropriate documentation:

- Submit proof of the amount and type of untaxed income lost.
- Provide a copy of the current pay statement showing gross year to date wages from each job worked for both parents.

Separation or Divorce in 2023 or 2024 or 2025: Student has already applied for financial aid, but since that time, the student's parents have separated or divorced. Date of separation or divorce: _____
Provide appropriate documentation:

- A copy of the court order or if separated, provide utility bills or other acceptable mail from both parents showing different addresses.
- Proof of spousal support and/or child support received and/or anticipated in 2020 or 2022.

Death of Parent (if dependent) in 2024 or 2025: Student has already applied for financial aid, but since that time, the student's parent has deceased.
 Mother/step-mother: Date of loss: _____
 Father/step-father: Date of loss: _____
Provide appropriate documentation:

- A copy of the death certificate or obituary.
- 2024 income information for deceased, including a copy of the last pay statement showing gross year-to-date wages from each job worked.
- Surviving parent's 2024 income information, including a copy of the current pay statement from each job.
- A copy of life insurance and/or survivor benefits.

Medical or dental expenses in 2024: Parent/step-parent paid for medical or dental expenses not covered by insurance that exceed 12% of total income.
Provide appropriate documentation:

- A copy of Schedule A of Federal 2023 tax returns or copies of cancelled checks for 2024 and confirmation of total amount paid by insurance in 2024.

Other catastrophic event in 2023, 2024 or 2025 not covered by this form.
Provide appropriate documentation:

- Official reports, invoices, and receipts of expenses paid by the family not covered by insurance.
- A copy of the statement(s) from the insurance company of any paid or denied claims.

Section C- Additional Information-Please provide a narrative explaining your circumstance.

Section D- Expected Total Income and Benefits Table

Please report the household's projected taxable and untaxed income for 2025, including business income, rental income, pension, 401k/IRA distributions, social security, disability, child support, spousal support, and all other types of income. Answer each line with the gross amount or "zero" if it does not apply. *This form will not be processed if incomplete.*

TAXABLE INCOME FROM WAGES January 1, 2025-December 31, 2025	FATHER	MOTHER	STUDENT
Gross wages earned today's date			
Estimate anticipated wages			
OTHER TAXABLE INCOME			
Unemployment Compensation			
Severance, Paid Time Off, or Vacation Pay out (not included in gross wages)			
Social Security Income			
Taxable Disability Income			
Taxable Pension			
Interest/Dividend Income			
Business Income, Rents, Royalties, and/or Annuities			
Maintenance/support from spouse (if separation/divorce)			
Taxable income from 401k disbursements or other existing assets			
Other taxable income (survivor benefits, lump sum payment, etc.)			
TYPES OF UNTAXED INCOME			
Workers Compensation			
Child support Received for all members of your household			
Housing allowance for military or clergy			
Untaxed pension			
Untaxed disability income			
Other untaxed income			
TOTAL 2024 INCOME FROM ALL SOURCES			

Section E- Signatures

I certify the information on this Special Circumstances Form and documentation are true, accurate, and complete to the best of my knowledge. I understand my appeal will not be considered until all supporting documentation is provided.

Student's signature

Date

Parent's signature

Date