



# DALLAS COLLEGE

## 2025-2026 Request to Evaluate Special Circumstance

Please upload this form in Workday using the upload option provided for this specific action item. If you need assistance, contact Financial Aid at (972) 669-6400 or [financialaid@dallascollege.edu](mailto:financialaid@dallascollege.edu).

The purpose of this form is to provide the student with the opportunity to submit a special case for review. To secure a class schedule, the student must ensure tuition is paid in full or has set up a payment plan and be enrolled in a minimum of six (6) credit hours. Student cannot apply for the request if they are not meeting satisfactory academic progress. Request submitted after the semester ends may not be considered.

The Department of Education allows Financial Aid Administrators to consider Special Circumstances that have occurred after the student/spouse and/or parent(s) have submitted an initial 2025-2026 Free Application for Federal Student Aid (FAFSA). The submission of this form is a request for the Office of Financial Aid to review special circumstances of loss/reduction in income, change in marital status, death of a spouse/parent, unusual medical expenses, or other unforeseen circumstances. This form must contain supporting documentation before a request can be considered. **All special circumstance decisions are FINAL. Requests are processed as quickly as possible but may take up to 4-6 weeks during peak periods (May-August).**

### SECTION I: Student Information

Last Name	First Name	M.I.	Student ID #
Address			Email
City	State	ZIP Code	Primary Contact #

### SECTION II: Student Reason. Check the box that best describes the reason for this review.

☐ **Reduced Income Due to Loss of Employment or Changes in Employment Status**

Student/spouse/parent(s)'s income earned from work in 2024 will be significantly less than income earned from work in 2023 due to layoff, termination, reduced hours, or reduced wages.

**Additional documentation:**

- ☐ Termination/Change of Status notice from employer(s) on letterhead (as applicable).
- ☐ Copy of last pay stub from employer(s) showing year to date earnings
- ☐ Copy of documentation to verify year-to-date unemployment benefits and severance pay (if applicable).

☐ **Divorce or Separation**

Student and spouse or parent(s) of a dependent student that have divorced or separated AFTER submitting the original FAFSA.

**Additional documentation:**

- ☐ Copy of final divorce decree or petition for divorce (if divorced),
- ☐ Copy of legal separation agreement, statement from attorney on official letterhead, or notarized statements from each person indicating date of separation, current physical address, and reason(s) divorce/legal separation has not been initiated. Notarized statements cannot be faxed and/or emailed to the office.

☐ **Loss of Income Due to Disability**

Student and spouse or parent(s) approved disability letter.

☐ **Death of a Spouse or Parent**

Spouse/Parent (whose information is on the FAFSA) has died AFTER the initial FAFSA was submitted. Attach a copy of the applicable death certificate or a copy of the obituary.

☐ **Unusual Medical/Dental Expenses**

Student and spouse, or parent(s) of dependent student paid medical/dental expenses that were not claimed as a tax deduction on the 2023 Federal Income Tax Return and exceed 15% of the 2023 Adjusted Gross Income (AGI).

**Additional documentation:**

- ☐ Billing and/or insurance statements to verify expenses that were not covered by insurance.
- ☐ Proof of payments for expenses that were not reimbursed in 2023.
- ☐ Copy of documentation to verify year-to-date unemployment benefits and severance pay (if applicable)

☐ **Other (i.e., Loss of Child Support, Private School Tuition, retirement)**

**Additional documentation**

- ☐ Letter from Department of Human Services (DHS) stating child support has been ended.
- ☐ Proof of payments/tuition statement from private school for each child attending for 2023, or
- ☐ Letter from the employer stating date of separation, copy of last pay stub, and statement of retirement benefits.

**What you should submit with this form:**

- ☐ A detailed written statement of the special circumstance(s),
- ☐ A copy of 2023 and 2024 Tax Return Transcript(s), or signed 1040 tax forms for student and parent(s), or student and spouse (if married); only provide **2023** tax transcript/return if you did **not** link your IRS tax information on your FAFSA.
- ☐ Copy of all 2023(if providing **2023** return) and 2024 W-2 Forms/1099-Forms/benefits statements for student and parent(s), or student and spouse (if married) Additional documentation, as indicated above, for the special circumstance(s)
- ☐ Copy of last pay stub from employer(s) showing year to date earnings
- ☐ Copy of documentation to verify year-to-date unemployment benefits and severance pay (if applicable).

**Student's Family Information:** List below the people in your household (or parent's household if dependent student). Include the name of the college for any household member who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2025, and June 30, 2026. If you are a dependent student, do not include college information for your parents.

*If more space is needed, attach a separate page with your name and student ID # at the top.*

Full Name	Age	Relationship	College	Will Be Enrolled at Least Half Time (Yes or No)
<i>Marty Jones (example)</i>	<i>28</i>	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>

➤ **Independent Student's Family Information** —include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2025, through June 30, 2026, or if the child would be required to provide your information if they were completing a FAFSA for 2025-2026. (Include children who meet either of these standards, even if they do not live with you.)
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2026.

➤ **Dependent Student's Family Information** —include:

- You and your parent(s) (including a stepparent), even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2025, through June 30, 2026, or if the other children would be required to provide parental information if they were completing a FAFSA for 2025-2026. (Include children who meet either of these standards, even if they do not live with your parent(s).)
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2026.

**Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in an eligible postsecondary educational institution is inaccurate.**

### Certification and Signature

Each person signing below certifies that all the information reported is complete and correct. The student must sign this form. If married, the spouse's signature is optional, and if a dependent student, at least one parent must sign.

## SECTION III: Signature Requirements

Turning in this form does not establish approval. Once you submit this form, you will be contacted by someone in the Financial Aid Office.

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

\_\_\_\_\_  
Spouse Signature      Date

\_\_\_\_\_  
Parent 1 Signature      Date

\_\_\_\_\_  
Parent 2 Signature      Date

### Office Use Only:

☐ Approved      ☐ Denied      ☐ Not Eligible for Special Circumstance

Comments: \_\_\_\_\_

\_\_\_\_\_

Reviewed and Approved by \_\_\_\_\_ Date \_\_\_\_\_

CPS Selected for Verification Yes ☐ or No ☐  
Completed? Yes ☐ or No ☐