



Special Circumstance	Documentation
Child Care Expense	Letter Listing <ol style="list-style-type: none"> <li>a. Name and age of dependent(s)</li> <li>b. Hourly rate paid</li> <li>c. Total monthly cost</li> <li>d. Name, phone number &amp; address of provider</li> </ol>
Housing Cost	Letter of explanation with a budget per month <ol style="list-style-type: none"> <li>1. Copy of rental agreement or mortgage payment</li> <li>2. Copy of most recent monthly utility bills</li> </ol>
Computer Purchase	Copy of receipt for purchase of a computer (purchased between Summer 2023 and May 2024)
Commuting Expense	Letter listing: <ol style="list-style-type: none"> <li>a. Number of miles traveled each day</li> <li>b. How many days per week</li> <li>c. Where you are traveling from</li> </ol>
Death of a Legal Parent	<ol style="list-style-type: none"> <li>1. Letter listing:               <ol style="list-style-type: none"> <li>a. Relationship of deceased to the student</li> </ol> </li> <li>2. Copy of obituary/death certificate</li> <li>3. 2021 IRS Tax Return Transcript or <b>signed</b> 2021 Federal Tax Return (Form 1040 &amp; applicable schedules 1-3) &amp; 2021 W-2's for both parents.</li> <li>4. Verification Worksheet 2023-2024</li> </ol>
Separation or Divorce	<ol style="list-style-type: none"> <li>1. Letter listing:               <ol style="list-style-type: none"> <li>a. Letter of explanation</li> </ol> </li> <li>2. Copy of divorce decree or proof of separation</li> <li>3. 2021 IRS Tax Return Transcript or <b>signed</b> 2021 Federal Tax Return (Form 1040 &amp; applicable schedules 1-3) &amp; 2021 W-2's for both spouses</li> <li>4. Verification Worksheet 2023-2024</li> </ol>
Loss of Benefits	<ol style="list-style-type: none"> <li>1. Letter listing:               <ol style="list-style-type: none"> <li>a. Whose benefits were terminated</li> <li>b. Amount of benefit(s) received for last two years</li> <li>c. Reason for termination</li> <li>d. Projected income and untaxed income to the end of 2023 or a 2022 Tax Return Transcript or <b>signed</b> 2022 Federal Tax Return (IRS Form 1040 &amp; applicable schedules 1-3) &amp; 2022 W-2's</li> </ol> </li> <li>2. Copy of document from provider stating termination of benefits</li> <li>3. 2021 IRS Tax Return Transcript or <b>signed</b> 2021 Federal Tax Return (Form 1040 &amp; applicable schedules 1-3) &amp; 2021 W-2's</li> <li>4. Verification Worksheet 2023-2024</li> </ol>
Liquidation or Foreclosure	<ol style="list-style-type: none"> <li>1. Letter Listing:               <ol style="list-style-type: none"> <li>a. Type of asset liquidated</li> <li>b. Gross sales proceeds</li> <li>c. List of where proceeds were applied</li> </ol> </li> <li>2. Copy of foreclosure notice</li> <li>3. 2021 IRS Tax Return Transcript or <b>signed</b> 2021 Federal Tax Return (Form 1040 &amp; applicable schedules 1-3)</li> <li>4. Verification Worksheet 2023-2024</li> </ol>
Loss of Employment	<ol style="list-style-type: none"> <li>1. Letter listing:               <ol style="list-style-type: none"> <li>a. Who lost employment</li> <li>b. Reason for loss of employment</li> <li>c. Income earned and untaxed income (Worker's Compensation, unemployment benefits, disability Benefits, etc.) to date of termination (per family member)</li> <li>d. Projected income and untaxed income to the end of 2023 or a 2022 Tax Return Transcript or <b>signed</b> 2022 Federal Tax Return (IRS Form 1040 &amp; applicable schedules 1-3) &amp; 2022 W-2's</li> </ol> </li> <li>2. Copy of last pay stub from employer</li> <li>3. 2021 IRS Tax Return Transcript or <b>signed</b> 2021 Federal Tax Return (Form 1040 &amp; applicable schedules 1-3) &amp; 2021 W-2's</li> <li>4. Verification Worksheet 2023-2024</li> </ol>
Parent Enrolled in College	<ol style="list-style-type: none"> <li>1. Letter listing:               <ol style="list-style-type: none"> <li>a. Which parent is enrolled</li> <li>b. Number of enrolled credits</li> <li>c. Enrollment verification form from their college stating the parent is enrolled ½ time or greater in a degree granting program</li> </ol> </li> </ol>
Medical Expenses	<ol style="list-style-type: none"> <li>1. Letter listing:               <ol style="list-style-type: none"> <li>a. Who incurred the expense(s)</li> </ol> </li> <li>2. List of medical expenses incurred (<b>only bills that are paid or on a payment plan will be considered</b>)</li> <li>3. Copy of Explanation of Benefits from insurance carrier</li> <li>4. Copy of medical bills</li> </ol>
Elementary/ Secondary School Tuition	<ol style="list-style-type: none"> <li>1. Letter listing:               <ol style="list-style-type: none"> <li>a. Person from whom tuition is being paid</li> <li>b. Copy of tuition contract</li> </ol> </li> </ol>