



TEXAS TECH UNIVERSITY

# Student Financial Aid™

## 2012-2013 Request for Special Circumstances

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Last Name	First Name	R#
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Email	Phone #
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**Please do NOT request that we adjust your financial aid application unless** you have already applied for financial aid using the Free Application for Federal Student Aid (FAFSA). **If you have not already filed the FAFSA, please complete the on-line form as soon as possible at:**

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Congress has provided financial aid administrators at colleges and universities the authority to make adjustments to the information provided on the FAFSA when special circumstances exist. Such circumstances include the parent of a dependent student losing his or her job; the separation or divorce of a dependent student’s parents; the death of a parent; extraordinary medical expenses; or the inflation of the income reported on the FAFSA by a one-time financial event; for independent students, the loss of income from employment when returning to school.

Texas Tech University financial aid administrators welcome the opportunity to review your special situation. When applicable, we will make adjustments to your financial aid application or your calculated cost of education.

We are limited in our use of “professional judgment” to extenuating circumstances. We may only use this authority when we have adequate documentation to support our decision.

Provide us with a typed letter indicating what situation you would like us to consider. Please be as brief as you can while providing us with enough information to make a reasonable decision.

**Student Certification:**

- I certify that the appeal I have submitted is the truth and correct to the best of my knowledge.
- I realize that if I do not provide documentation, this request will not be processed and no changes will be considered.
- I agree to provide additional information if asked by the Financial Aid Office.
- I understand that I must promptly report any changes in the information reported on this form and that such changes may impact my eligibility.
- I understand that false statements or misrepresentations will be cause for denial, reduction, or repayment of financial aid received.

Student Signature	Date	Parent Signature
		Date

**All students must submit the following documentation,  
regardless of their reason for filing a Special Circumstance Request:**

- ✓ **2012 – 2013 Verification Worksheet**
- ✓ **Signed copies of 2011 Federal Income Tax Return for student AND spouse/parent**
- ✓ **W – 2**

**In addition to the requirements above, the following  
documentation is required for all applicable circumstances:**

**LOSS OF EMPLOYMENT:** Student/spouse/parent was working during 2011 but is now working fewer hours or is unemployed

- Last check stub(s) from previous employer(s)
- Letter from previous employer(s) stating date of termination
- Last check stub or explanation of benefits letter from unemployment
- Unemployment insurance and severance

**LOSS OF BENEFITS:** Student/spouse/parent has lost some or all benefits

- Last check stub(s) or printout of benefit(s) received during 2011
- Letter from agency verifying date and amount of benefits lost

**DEDUCTION OF ONE-TIME PAYMENT:** Student/spouse/parent received a ONE-TIME-PAYMENT (pension, IRA, annuities, gambling winnings, settlement, etc.)

- Receipt(s) and/or statements showing amount of one-time payment and where one-time payment was spent
- Copy of bank account statements

**DEATH OF A SPOUSE OR PARENT:** Spouse/parent passed away after the FAFSA was filed

- Copy of Death Certificate
- Statement showing funeral expenses

**SEPARATION OR DIVORCE:** Student/parent was married when the FAFSA was filed, but is now separated or divorced

- Court documentation verifying legal separation or divorce

**EXTRAORDINARY MEDICAL EXPENSES:** Student/spouse/parent has extraordinary medical expenses NOT covered by insurance

- Copy of bills and receipts of payment

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Mail to: Student Financial Aid Office  
PO Box 45011  
Lubbock, TX 79409-5011  
Phone (806)-742-3681

Return to: Student Financial Center  
Room 301  
West Hall  
Fax (806)-742-0880