



REQUEST FOR RECONSIDERATION BASED ON EXTENUATING CIRCUMSTANCES 2024-2025

Student Name: _____ CBU ID Number: _____

1. Income earned in 2022 does not accurately reflect the student's and/or spouse's or parents' income in 2023 or 2024 for one of the following reasons. Check all that apply and provide documentation as required on the back of this form.

Independent Students

- A.** Loss of employment or change of employment status for student/spouse
- B.** Divorce/separation or death of a spouse
- C.** Loss of untaxed income
- D.** Additional funding needed to stay in school
- E.** Unusual medical/dental bills or disability-related expenses
- F.** One-time income
- G.** Other unusual debt/expense (transportation related, child care, residency interviews, etc.)

Dependent Students

- H.** Parents' loss of employment or change in employment status
- I.** Student's loss of employment or change in employment status
- J.** Loss of untaxed income (Social Security benefits, pension, etc.)
- K.** Divorce/separation or death of a parent
- L.** Additional funding needed to stay in school
- M.** Unusual medical/dental bills or disability-related expenses
- N.** One-time income
- O.** Other unusual debt/expenses (transportation-related, child care, residency interviews, etc.)

2. Please complete the following chart for 2022 if A, B, C, D, H, I, J, K, or L is checked.

INCOME*	Student/Spouse	Parent
Wages, salaries, tips (include severance pay, disability payments, etc.)		
Other taxable income		
Untaxed social security benefits		
Aid to Families with Dependent Children		
Child Support Received		
Other Untaxed Income		
TOTAL INCOME		

* If you or your parents are divorced or separated, give only your information or information of your custodial parent.
 * If loss of income was due to the death of a spouse or parent, give only your information or information of your surviving parent.

3. If F or N is checked, identify the source of income and explain how the funds were spent or invested. Explain:

Explanation: Please explain how your circumstances merit consideration for extenuating circumstances or attach a letter of explanation.

LOSS OF EMPLOYMENT OR CHANGE IN EMPLOYMENT STATUS:

To use income for 2023, please provide the following:

- 2023 Federal Tax Return (i.e. 1040, 1040ez, or 1040A etc.)

To estimate your projected income for 2021, please provide at least one of the following:

- ESD forms which indicate the amount you will receive from the unemployment benefits
- Letter from employer detailing termination date and gross income received for 2022
- Unemployment papers and copy of last payroll check stub(s) reflecting year-to-date wage total

DIVORCE, SEPARATION OR DEATH OF A SPOUSE OR PARENT:

Provide all W-2 form(s) and one of the following:

- Copy of divorce decree
- Death certificate or death notice

LOSS OF UNTAXED INCOME:

Provide the following as appropriate:

- Letter from the agency who provided benefits detailing termination and summary of benefits

UNUSUAL MEDICAL/DENTAL BILLS OR HANDICAPPED RELATED EXPENSES:

Provide a copy of Schedule A of the Federal 1040 form or canceled checks or receipts showing amount paid; include medical insurance premiums paid. (To be considered unusual, medical expenses must exceed 11% of the I.P.A.)

ONE TIME INCOME:

Document source and amount of income and verify use of income. Discretionary expenses will be reviewed according to Federal Regulations.

OTHER UNUSUAL DEBT/EXPENSES:

Document the debt/expense and include method of payment. (For unusual transportation expenses, must exceed 9% of the I.P.A.)

CERTIFICATION:

All of the information on this form and any included supporting documentation is true and complete to the best of my knowledge.

STUDENT SIGNATURE DATE

PARENT SIGNATURE (for Dependent Students only) DATE

Approved _____	Rejected _____
_____ DIRECTOR OR ASST. DIR.	_____ DATE