

TCU College of Education
Graduate Studies
TCU Box 297900
Fort Worth, TX 76129
(817) 257-7661
Fax (817) 257-7466

SPECIAL CIRCUMSTANCES APPLICATION
for INDEPENDENT GRADUATE STUDENTS
2017-2018

This form will not be processed until TCU receives the results of your Free Application for Federal Student Aid (FAFSA) and any required documentation. Failure to provide all requested documentation may delay processing and/or result in denial of this request.

The TCU Office of Scholarships and Financial Aid will not consider the following situations as a special circumstance:

- Unforced Retirement
- S-Corporations
- Unemployment less than 3 months
- Private-secondary education
- Recurring situations that remain unchanged from the previous year

Important Information:

- **An IRS Tax Transcript must accompany all Special Circumstances applications unless the tax information available on the FAFSA was transferred directly from IRS through the IRS Data Retrieval process.**
- **Please attach an explanation letter and documentation of your situation including layoff letter or salary reduction letter from employer if applicable.**
- **Please note, general processing time for the Special Circumstance Application takes 4-6 weeks. Failure to submit documentation will result in a delayed processing.**

Student's Name	TCU ID #		
Phone Number	E-mail address		
Address	City	State	Zip

Have you filed a Special Circumstance with our office in a previous aid year? Yes No

A. Loss of income from work: at least 12 consecutive weeks. ** (See Comment below)

Period of unemployment from ___/___/___ to ___/___/___.

Layoff: Provide letter from employer or unemployment commission stating effective date.

Termination: Provide letter from employer or unemployment commission stating effective date.

Disability: Date of disability ___/___/___ . Attach documentation of disability.

One-time income: (i.e. inheritance, moving expense, back year's social security payments, lump sum retirement or IRS distribution. You must attach a separate sheet identifying source of income and how funds were spent or invested.)

B. Loss of untaxed income: at least 12 consecutive weeks** (See Comment below.)

Social Security: Provide Social Security Administration Notification of Termination of Benefits.

Child Support: Provide court document stating termination of benefits.

Worker's Compensation: Provide a letter from Bureau of Worker's Compensation stating termination date of benefits.

C. Divorce: After filing the FAFSA, you and your spouse have separated or divorced. Date of divorce or separation ___/___/___ . If divorced, attach copy of the divorce decree, 2016 tax return and W-2 form(s). If separated, attach a copy of 2016W-2 forms, 2016 tax return, and current address of your spouse. _____

D. Death: After applying for financial aid, your spouse has died. Date of death ___/___/___ . Attach a copy of the death certificate.

TCU ID # _____

___ **E. Graduate student quitting full-time employment to attend TCU full-time:** Please provide most recent paycheck stub(s) indicating gross earnings year-to-date for you and your spouse (if applicable) along with first two pages of your 2016 tax return. If approved, your financial aid award will be based on your expected 2017 income; however TAP disbursements will be on hold until our office receives the following:

- ___ Resignation letter to your employer or letter from employer indicating your last date of employment.
- ___ Final paycheck stub/s with gross year-to-date earnings from employer/s.

___ **F. Other unusual circumstances.** Provide complete information regarding other unusual expenses. Attach appropriate documentation.

**Please note, when you have been unemployed less than 12 weeks, TCU reserves the right to evaluate the application at a later time.

Please provide the best possible estimates for the period of January 1, 2017- December 31, 2017. Additional documentation may be requested.

EXPECTED INCOME FOR 2016	ACTUAL 1/01/17 TO TODAY ___/___	ESTIMATED TODAY TO 12/31/17	TOTAL - ACTUAL INCOME PLUS ESTIMATED INCOME
Expected gross income earned from work by student in 2017			
Expected gross income earned from work by spouse in 2017			
Other taxable income (interest, pensions, unemployment compensation, severance, etc.) Source:			
Other untaxed income (child support, worker's compensation, cash received, etc.) Source:			
TOTAL INCOME FOR 2017			

CERTIFICATION:

All of the information on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to give proof of the information that I have given on this form. I also realize that if I do not give proof when asked, I may not receive financial assistance. I also authorize the examination of any documents, including medical records, which may be submitted as a part of this Special Circumstance application.

Graduate Student Signature

Date