Request of Review of Special Conditions, 2019-2020
Self-Supporting Independent Students

Use this form to let Student Financial Aid know of significant changes in your or your spouse's income and resources that occur during the 2018 or 2019 tax year. You must file the 2019-2020 Free Application for Federal Student Aid BEFORE you complete this form. You may submit this form at any time after you receive a valid 2019-2020 Student Aid Report, but this request must be submitted along with acceptable documentation no later than 60 days before your last date of attendance during 2019-2020 (Fall 2019, Spring 2020, Summer 2020).

Student ___________________________ L# ____________________  Phone# _____________

Provide a written summary explaining how the circumstances that will adversely affect your ability to pay for educational expenses at UNA from your 2017 income or resources. Some examples of special circumstances include, but are not limited to, the following:

- If you presently have no income, how are you meeting the basic necessities of life, i.e., housing, food, clothing, transportation? Provide an annual value for the benefits being provided to you.
- If your current income has been substantially reduced from the year before, how are you meeting the basic necessities of life, i.e., housing, food, clothing, transportation?
- Are you living with someone who is providing to you the basic necessities of life? Explain and provide a value for the benefits being provided to you.
- Unusually large medical expenses NOT PAID BY MEDICAL INSURANCE. We will consider the amounts YOU ACTUALLY PAID, not the amount you owe to the doctor(s) and hospital(s).
- If you received a lump-sum settlement from a retirement account or inheritance and you spent the money for the basic necessities of life, please explain. We may or may not make an adjustment to your eligibility for Federal Student Aid on the basis of the money you spent from the settlement.
- If you have experienced a marital separation that caused a substantial reduction in your household income, please explain. Provide a copy of the separation agreement.
- If you have suffered personal financial losses as a result of wind storms, fire, floods or other natural disasters that were not covered by insurance, please explain. Provide a copy of the insurance claim form or accident report.
- If the death of your spouse caused a substantial reduction in your household income, please explain. Provide a copy of the death certificate.
- If you or your spouse, if you are married, have suffered an accident on the job that caused a substantial reduction in the household income, please explain and provide a copy of the accident report or employer statement detailing the period of your absence.

Please Note
We will not make adjustments or recalculations to Federal Student Aid on the basis of recurring costs such as utilities, credit card expenses, allowances to children, mortgage payments, vehicle payments, tuition for private school, medical costs you owe, and other lifestyle expenses which you choose.

Acceptable Documentation

- a recent paycheck stub which includes 2018 or 2019 year-to-date earnings
- a recent statement from employer of 2018 or 2019 year-to-date earnings
- a statement from agency (i.e., Social Security) of 2018 or 2019 benefits
- a signed copy of your 2018 U.S. Income Tax Return or Transcripts and W2s

Student Signature _______________________________ Date ____________________

Submit this worksheet by mailing it to UNA Student Financial Services, UNA Box 5014, Florence AL 35632, by email to sfins@una.edu, or by fax to 256-765-4920.