

**Special Circumstances Form**

Submit this form in person or mail, by fax, or through Secure Form Upload:
Clark College, Financial Aid Office, 1933 Fort Vancouver Way, Vancouver, WA 98663
[Secure Form Upload](#) • Fax (360)992-2864

Student Information:

ctcLink ID Number _____ Date of Birth _____

First Name _____ Last Name _____

Your eligibility for funding is based on financial information reported on your aid application. Families sometimes experience extenuating circumstances affecting their household financial situation, impacting the ability to pay toward a student's education. The Financial Aid Office (FAO) may use professional judgment to re-evaluate your eligibility based on special circumstances. If your family has experienced a change in financial circumstance, you may submit this form with supporting documentation to be considered for a re-evaluation.

Instructions:

Complete all sections of this form and submit to the Financial Aid Office to review your financial circumstances. This form and supporting documentation are required for the financial aid office to make a final determination.

Student Section:**1. Who experienced a reduction in income?**

- ☐ Student
- ☐ Spouse (if applicable)
- ☐ Parent 1 (father/mother/stepparent)
- ☐ Parent 2 (if applicable, father/mother/stepparent)

2. What special circumstances occurred?

- ☐ Loss of income due to change or loss of employment
- ☐ Unemployment benefits were reduced or ended
- ☐ Reduction or loss of other sources of income (ex. interest, dividends, taxable Social Security, alimony, etc.)
- ☐ Received one-time only income (ex. IRA or pension withdrawal, inheritance, insurance allowance, etc.)
- ☐ Unexpected medical and/or dental expenses

3. Based on when the change occurred, indicate the timeframe that you would like to be re-evaluated on.

- ☐ Calendar Year 2024 (January 1, 2024 – December 31, 2024)
- ☐ Calendar Year 2025 (January 1, 2025 – December 31, 2025)
- ☐ Academic Year 2025-26 (July 1, 2025 – June 30, 2026)

(Continued on next page)



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4. Submit Required Documentation:

Student Statement: Provide a signed and dated statement explaining your family's special circumstances. Be sure to include what the change is and when it occurred.

Supporting Documentation: Provide required supporting documentation for the timeframe indicated in question 3. Income documentation will be required for you, your spouse (if applicable) and your parent(s) (if applicable).

Change in Special Circumstances	Calendar Year 2024 or 2025	Academic Year
Loss of income due to change or loss of employment	Signed copy of federal tax return, IRS return transcript, or W-2 Forms	Calendar year documents for 2025 and copy of most recent paystub (including final pay)
Unemployment benefits received, ended or reduced	Year-end Unemployment Statement (Form 1099-G)	Calendar year documents for 2025 and current unemployment statement showing approved benefit amount
Reduction or loss of other sources of income	Signed copy of 2024 federal tax return or IRS return transcript	Calendar year documents and copy of most recent income statement showing year-to-date
One-time only income	Signed copy of federal tax return, IRS return transcript and documents showing one-time income	N/A
Medical or dental expenses	Billing statements from each medical, dental or insurance provider showing the amount paid out of pocket AFTER insurance.	

Student Certification:

By signing and submitting this form, I certify that all information reported is true and correct. I understand that by purposely giving false or misleading information, I may be fined, sentenced to jail or both.

Student Signature _____ Date _____

Parent Signature _____ Date _____

The college affirms a commitment to freedom from discrimination for all members of the college community. The responsibility for, and the protection of, this commitment extends to students, faculty, administration, staff, contractors, and those who develop or participate in college programs. It encompasses every aspect of employment and every student and community activity. The college expressly prohibits discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, citizenship, immigration status, or use of a trained guide dog or service animal. Harassment is a form of discrimination.

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ECL 243