

2023-24 Special Circumstance Form

Financial Aid Office
1933 Fort Vancouver Way | Vancouver, WA 98663-3598
(360) 992-2153 | FAX (360) 992-2864 | finaidmail@clark.edu

Student Information:

ctcLink ID Number	Date of Birth	
Last Name	First Name	Middle Initial

You may submit this form to request a re-evaluation of your financial aid eligibility based on special circumstances due to loss of income or other financial changes. Please note: We will not process your request unless you have submitted acceptable documentation with the submission of this form.

Step 1: Please check off the following that apply to you. Refer to the “*Acceptable Documentation*” column to reference required supporting documentation. **Proceed to Step 2.**

Kinds of Special Circumstances	Acceptable Documentation
<input type="checkbox"/> For “Loss or Reduction of Income due to a change in Employment or Benefits” section	Documentation for changes in income due to a change in employment may include: <ul style="list-style-type: none"> • A signed copy of your most recent 1040 Federal Tax Return or Tax Transcript or • Copy of your most recent W-2 or other income statements Documentation for changes in income due to a reduction in benefits may include: statements of Social Security benefits, child support payments, disability benefits, etc.
<input type="checkbox"/> For “Unemployment Benefits” section	If you received Unemployment Benefits and are providing a copy of your most recent tax return and/or W-2 income statements, please provide: <ul style="list-style-type: none"> • A copy of your Unemployment Statement for the same tax year If you are currently receiving Unemployment Benefits and are providing your most recent income statements, please provide: <ul style="list-style-type: none"> • A copy of your current Unemployment Benefits • statement documenting the benefit start/end date and the weekly amount
<input type="checkbox"/> For “Unexpected or unusual medical and/or Dental Expenses” section	A Statement from each medical, dental, or insurance provider documenting the amount you, your spouse, or your parent(s) paid after insurance.
<input type="checkbox"/> For “Change in Marital Status” section	Documentation for change in marital status may include: Separation or divorce decree, death certificate, proof of separate mailing address, updated lease agreements. To separate out income please provide: <ul style="list-style-type: none"> • A signed copy of your most recent 1040 Federal Tax Return or Tax Transcript, and • Copies of your most recent W-2 or other income statements

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Step 2: Please write a personal statement detailing your change in Financial Circumstances. Proceed to Step 3.

Step 3: Obtain and provide additional supporting documentation as indicated in Step 1 in the “Acceptable Documentation” column . Include your supporting documentation with the submission of this form to the Financial Aid Office. Proceed to Step 4.

Step 4: Certification and Signature.

STUDENT AND/OR PARENT CERTIFICATION AND SIGNATURE: By submitting this form, I certify that all of the information reported on it is true and correct. I understand that if I purposely give false or misleading information on this form, I may be fined, sentenced to jail, or both.

Student's Signature _____ **Date** _____

(If Applicable) Parent Signature _____ **Date** _____



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