

# 2024-25 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.

Kinds of Special Circumstances	Acceptable Documentation
<input type="checkbox"/> <b><i>Loss of income due to change in Employment</i></b>	<ul style="list-style-type: none"> <li>Signed copy of your most recent 1040 Federal Tax Return or Tax Transcript</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>Copy of your most recent W - 2 or other income statements</li> </ul>
<input type="checkbox"/> <b><i>Unemployment Benefits</i></b>	<ul style="list-style-type: none"> <li>A signed copy of tax return or transcript</li> <li>A copy of your Unemployment Statement for the same tax year</li> </ul> <p>If you are currently receiving Unemployment Benefits and are providing your most recent income statements, please provide:</p> <ul style="list-style-type: none"> <li>Statement documenting the benefit start/end date and the weekly amount</li> <li>Documents showing final pay</li> </ul>
<input type="checkbox"/> <b><i>Unexpected or unusual medical and/or dental expenses</i></b>	<p>A statement from each medical, dental, or insurance provider documenting the amount you, your spouse, or your parent(s) paid <b>after</b> insurance.</p>
<input type="checkbox"/> <b><i>Change in Marital Status</i></b>	<p>Documentation for change in marital status may include: Separation or divorce decree, death certificate, proof of separate mailing address, updated lease agreements.</p> <p>To separate out income please provide:</p> <ul style="list-style-type: none"> <li>A signed copy of your most recent 1040 Federal Tax Return or Tax Transcript, and</li> <li>Copies of your most recent W-2 or other income statements</li> </ul>

**Student Information:**

ctcLink ID Number

**Step 2: Personal Statement:** Please write a detailed statement including what the change is and when the change happened.

**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.*

**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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