



# GLENVILLE STATE UNIVERSITY

## REQUEST FOR SPECIAL CIRCUMSTANCES

2023-2024

STUDENT'S NAME: \_\_\_\_\_ STUDENT'S ID: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_

Mark **only** those that apply, and attach the required documentation. Complete the income section on the back of this sheet, sign and date, and return it to our office. If you wish to explain in further detail, you may attach an additional sheet.

\_\_\_\_\_ Loss of Income from work  
\_\_\_\_\_ Unemployment – From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_\_ Laid Off - Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_\_ Plant closing – Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_\_ Disability-date of disability: \_\_\_\_/\_\_\_\_/\_\_\_\_.  
\_\_\_\_\_ Resigned or reduced employment to attend school  
\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Loss of Income:  
\_\_\_\_\_ Alimony  
\_\_\_\_\_ Child Support  
\_\_\_\_\_ Worker's Compensation  
\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Divorce: Since applying for financial aid, you or your parents (if you're a dependent student) have divorced. Give financial information for yourself, and if dependent, the parent you live with. Date divorce was final: \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_ Separation: Since applying for financial aid, you or your parents (if you're a dependent student) have officially separated from spouse. Date of separation: \_\_\_\_/\_\_\_\_/\_\_\_\_. Give financial information for yourself and/or the parent you live with.

\_\_\_\_\_ Unusual Expenses Paid:  
\_\_\_\_\_ Medical or dental expenses paid out of pocket for the 2022 calendar year  
\_\_\_\_\_ Elementary or secondary education paid in 2022 for dependents. Please provide a letter from the institution stating payment date and amount.  
\_\_\_\_\_ Nursing home expense not covered by insurance or Medicare  
\_\_\_\_\_ Unusual high dependent care expense.

- Please use my 2022 income, as it was less than my 2021 income. I have provided the following:
- Data retrieval tool on the 23-24 FAFSA for the 2021 taxes *or* attach a 2021 tax transcript from the IRS for both parent and student, if student worked
  - Attach a 2022 Tax Return Transcript from the IRS for parent and student, if student worked
  - Other \_\_\_\_\_
- Please use my 2023 income, as I suffered a loss of income from work. I have provided the following:
- Data retrieval tool on the 23-24 FAFSA for the 2021 taxes *or* attach a 2021 tax transcript from the IRS for both parent and student, if student worked, or signed 2021 tax returns.
  - Most recent pay stub for all employed members of the household
  - Unemployment statement showing unemployment received and remaining balance
  - Other \_\_\_\_\_
- Please perform special circumstances due to a separation or divorce. I have provided the following:
- Data retrieval tool on the 23-24 FAFSA for the 2021 taxes *or* attach a 2021 tax transcript from the IRS for both parent and student, if student worked, or a signed 2021 tax return.
  - Verification of separate residence (utility bills, lease agreement, etc.) dated prior to the FAFSA submission
  - Proof of income for each member in the household of the custodial parent
  - Other \_\_\_\_\_

***I understand that I may be required to provide additional information, as deemed necessary by the Financial Aid Office.***

My signature below certifies that the information provided above is true and correct to the best of my knowledge. I agree to provide proof of any of the information provided, and to let the financial aid office know if anything changes with my circumstances before the end of the year. I understand that the penalty for providing false or misleading information for federal funds is a fine, prison sentence or both.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Spouse's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Return form to

Mail: Office of Financial Aid  
Glenville State University  
200 High Street  
Glenville, WV 26351

Email: [financial.aid@glenville.edu](mailto:financial.aid@glenville.edu)

For Questions

Phone: 304-462-6170  
Email: [financial.aid@glenville.edu](mailto:financial.aid@glenville.edu)

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