

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"/> <i>Loss of income due to change in Employment</i>	<ul style="list-style-type: none"> Signed copy of your most recent 1040 Federal Tax Return or Tax Transcript <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Copy of your most recent W - 2 or other income statements
<input type="checkbox"/> <i>Unemployment Benefits</i>	<ul style="list-style-type: none"> A signed copy of tax return or transcript A copy of your Unemployment Statement for the same tax year <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"> Statement documenting the benefit start/end date and the weekly amount Documents showing final pay
<input type="checkbox"/> <i>Unexpected or unusual medical and/or dental expenses</i>	<p>A statement from each medical, dental, or insurance provider documenting the amount you, your spouse, or your parent(s) paid after insurance.</p>
<input type="checkbox"/> <i>Change in Marital Status</i>	<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"> 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: 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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