



ALMA COLLEGE

614 West Superior Street, Alma, Michigan 48801-1599

Phone (989) 463-7347

Email finaid@alma.edu

2025-26 SPECIAL CIRCUMSTANCES APPEAL

Occasionally, unusual circumstances exist that may warrant reconsideration of financial aid eligibility. These special circumstances may be either changes that have occurred in your family circumstances since you filed the Free Application for Federal Student Aid (FAFSA) or unusual family circumstances not accounted for on the FAFSA. On the following pages we have listed the circumstances that most commonly qualify a student to file a Special Circumstances request. Select as many circumstances that fit your current situation.

STUDENT LAST NAME	STUDENT FIRST NAME	STUDENT ID		
ADDRESS	CITY	STATE	ZIP	PHONE NUMBER

Please check the box that indicates the reason you are requesting a special circumstances appeal, and attach the requested documentation.

Loss of income from work due to layoff, termination, or reduction in employment hours.

Who has been out of work? Student? Spouse? Parent? _____

Date of layoff or termination: _____

Is parent/student/spouse receiving unemployment benefits? _____

Did the parent/student/spouse receive a severance package? _____

Documentation Required:

- A signed (by student and parent) letter describing the situation.
- Completed Special Circumstance Appeal Form.
- Copies of all 2024 W-2 Forms and 2024 Signed Tax Return.
- Letter from employer verifying loss of employment including the effective date.
- Proof of unemployment benefits.
- Documentation of severance pay received.

Divorce or separation has occurred since filing the Free Application for Federal Student Aid (FAFSA).

Please note that your parents must reside in separate household and provide documentation of separate residences.

Date of separation/divorce: _____

Documentation Required:

- A signed (by student and parent) letter describing the situation.
- Completed Special Circumstance Appeal Form.
- Copies of all 2024 W-2 Forms and 2024 Signed Tax Return.
- Copy of legal separation/divorce paperwork.
- Documentation of spousal support or child support.

Death of a spouse of parent(s) has occurred since filing the Free Application for Federal Student Aid (FAFSA).

Name of parent who passed award: _____

Date of death: _____

Documentation Required:

- A signed (by student and parent) letter describing the situation.
- Completed Special Circumstance Appeal Form.
- Copy of death certificate.
- Proof of survivor's benefits, if applicable.
- Copies of all 2024 W-2 Forms and 2024 Signed Tax Return.

A one-time nonrecurring income was receiving during 2023 (i.e. inheritance, bonus pay, IRA or pensions distribution).

Consideration for a one-time income occurrence may be reviewed only **once** during a student's enrollment at Alma College.

Documentation Required:

- A signed (by student and parent) letter describing the situation.
- Completed Special Circumstance Appeal Form.
- Copies of all 2023 W-2 Forms, 2023 1099s, and 2023 Signed Tax Return.
- Written explanation explaining the reason for early withdrawal.

Medical or Dental Expenses paid by your family.

Documentation Required:

- A signed (by student and parent) letter describing the situation.
- Completed Special Circumstance Appeal Form.
- Copies of all 2024 W-2 Forms and 2024 Signed Tax Return.
- Copy of Schedule A – Itemized Deductions from your federal tax return.
- Copies of supporting documentation showing proof of out-of-pocket payments.

Additional Information:

- Do not include payments covered by insurance or other resources.
- We cannot take into consideration payment made by insurance, unpaid invoices, explanation of benefits, or account statements.

Elementary/Secondary Private School Tuition paid in 2024

Documentation Required:

- A signed (by student and parent) letter describing the situation.
- Completed Special Circumstance Appeal Form.

- Copies of all 2024 W-2 Forms and 2024 Signed Tax Return.
- Copies of your bill or letter from the school documenting the cost and any assistance received. This must be for the 2024-2025 academic year.

CERTIFICATION

By signing this worksheet, we certify that all of the information reported on this worksheet is complete and correct.

Student's Signature

Date

Parent's Signature

Date

PLEASE SUBMIT THIS FORM TO THE ALMA COLLEGE FINANCIAL AID OFFICE

614 West Superior Street, Alma, Michigan 48801-1599 Telephone (989) 463-7347 Fax (989)463-7993

finaid@alma.edu

→ UPLOAD YOUR DOCUMENTS TO ALMA COLLEGE: alma.edu/fadocupload

