



## 2018-2019 Special Condition Form

This form will assist you with completing the process for special circumstance review. The US Department of Education allows the Delaware State University’s Office of Financial Aid the use of professional judgment on the basis of adequate documentation, and on a case-by-case basis, to address circumstances not reflected in a student’s original Free Application for Federal Student Aid (FAFSA).

You will be notified, in writing, of the results of our review of the submission of your special condition form. If there is an approval of additional aid, you will receive an updated award letter. Please note that special circumstances and dependency overrides are reviewed on a case-by-case basis and an appeal submission does not guarantee approval and may not ultimately result in actual change of aid already awarded.

### **For Assistance Contact the Financial Aid Office at:**

1200 North DuPont Highway; Dover, DE 19901  
302.857.6250 / 302.857.6251 (Fax)  
Email: [finaiddocs@desu.edu](mailto:finaiddocs@desu.edu)

## Step 1-Requesting Your IRS Tax Transcripts

If you did not use the DRT (IRS Data Retrieval Tool) and you are eligible to do so, you may do so now by returning to [www.fafsa.gov](http://www.fafsa.gov). Otherwise, submit 2016 Federal Tax Return Transcripts for parent(s) and student if the student filed a 2016 Federal Tax Return. If the student is an independent student, please submit the 2016 tax information for the spouse (if applicable).

Per federal regulations, we can no longer accept copies of the Federal tax return for verification purposes. Please call 1-800-908-9946 or visit

<http://www.irs.gov/Individuals/Order-a-Transcript> to request a return transcript free of charge.

## Step 2-Student Information

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Last Name First Name Identification Number

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Date of Birth Home Phone (include area code) Cell Phone (include area code)

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Permanent Mailing Address (include Apt #) City State Zip

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Personal Email Address Institutional Email Address



\_\_\_\_\_  
Name

\_\_\_\_\_  
ID Number

### Step 3-Family Information

**Independent Students:** Include yourself (and your spouse if married), and your children and other people who live with you and for whom you will provide more than half of their support from July 1, 2018 through June 30, 2019.

**Dependent Students:** List the people in your parent(s) household, including yourself, your parent(s) even if you don't live with your parents, and other people who live with your parents and for whom your parents will provide more than half of their support from July 1, 2018 through June 30, 2019.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be enrolled at least half time
<i>Jane Doe (Example)</i>	<i>18</i>	<i>Sister</i>	<i>Central College</i>	<i>Yes</i>
		<b>Self</b>	<b>Delaware State University</b>	

### Step 4-Acknowledgement of Child Support Paid

Did you or your parents/guardian pay child support during the calendar year 2016?

Yes, Complete Child Support Information Below

No, proceed to step 6

Full Name and Relationship of Supported Child	Monthly Amount of Support Paid	Full Name and Relationship of the Person Who Paid The Child Support	Full Name and Relationship of the Person Who The Child Support Was Paid To
	\$		
	\$		
	\$		
	\$		
	\$		



Name

ID Number

## Step 5 – Yearly Income—2016

All information reported is for the entire **year** of 2016. **DO NOT LEAVE ANY QUESTIONS BLANK.** Enter "N/A" if the question does not apply to you. If any additional information will not fit within the spaces provided, be sure to include it on a separate sheet of paper. If you receive any of the income listed below, please be sure to include any award letters or vouchers from current state. If you were not required to file taxes but was employed during calendar year of 2016, please list below.

Are you, your spouse, or your parents, or will you, your spouse, or your parents be required to file a 2016 Federal Income Tax Return?

- YES, attach a signed copy of your 2016 FEDERAL IRS TAX TRANSCRIPTS and W2s, if you did not use the Data Retrieval Tool (DRT).
- NO, complete the table below and attach copies of all 2016 W2 forms.

Employer's Name for Student, Spouse, or Parent	2016 Amount Earned	IRS W-2 Provided	Parent, Student or Spouse
<i>Suzy's Auto Body Shop (example)</i>	\$2,000.00	Yes	parent

All information reported is for the entire **year** of 2016. **DO NOT LEAVE ANY QUESTIONS BLANK.** Enter "N/A" if the question does not apply to you. If any additional information will not fit within the spaces provided, be sure to include it on a separate sheet of paper.

STUDENT	TYPE OF UNTAXED INCOME	PARENT
\$	Taxable earnings from Federal Work Study	\$
\$	Student grant, scholarship and fellowships reported to the IRS in your adjusted gross income, including AmeriCorps.	\$
\$	Child support received for all children. <b>DO NOT Include</b> adoption or foster care payments	\$
\$	Housing, food and other living allowances paid to members of military, clergy and others (including cash payments and cash value of benefits). <b>Exclude</b> the value of on-base housing or the value of a basic military allowance for housing.	\$
\$	Veterans non-educational benefits (Disability, Pension, DIC, etc.)	\$
\$	Other untaxed income, such as Workers' Compensation. <b>Exclude</b> student aid, earned income credit, additional child tax credit, welfare, untaxed Social Security, SSI, combat pay, flexible spending accounts, foreign income exclusion or credit for federal tax on special fuels	\$
\$	Money received, or paid on your behalf (e.g. bills), not reported elsewhere on this form. <b>If you received monetary or financial support from others in 2016, you must report it here.</b>	

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**Name**

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**ID Number**

### Step 6-Special Condition or Circumstance Type

Parent Special Condition	Please complete all of the appropriate sections. If this is a Parent Special Circumstance, the parent(s) must submit their Federal Income Tax Returns for the year 2016 with all applicable schedules and W2's, if not previously submitted.
Spouse Special Condition	Please complete all of the appropriate sections. If this is a Spouse Special Circumstance, the spouse must submit their Federal Income Tax Returns for the year 2016 with all applicable schedules and W2's, if not previously submitted.
Student Special Condition	Please complete all of the appropriate sections. If this is a Student Special Circumstance, the student must submit their Federal Income Tax Returns for the year 2016 with all applicable schedules and W2's, if not previously submitted.

### Step 7-Special Condition or Circumstance Certification

Special Circumstance	Reason	Documentation Needed
Unemployment or Underemployment	<ul style="list-style-type: none"> <li>· Termination (parent, student, spouse)</li> <li>· Layoff (parent, student, spouse)</li> <li>· Underemployment (parent, student, spouse)</li> <li>· Decrease in wages</li> </ul>	<ul style="list-style-type: none"> <li>· Written statement on the lines provided on page 4 detailing the specifics of your circumstance</li> <li>· If Independent, A signed copy of your/spouse's 2016 FEDERAL IRS TAX TRANSCRIPTS; if dependent, your parent's 2016 FEDERAL IRS TAX TRANSCRIPTS</li> <li>· Copies of all w2 forms for student/spouse, parent(s)</li> <li>· Last paystub from all employers showing year-to-date earnings</li> <li>· Termination notice from employer or letter of resignation</li> <li>· Benefit statement from Unemployment Administration showing monthly benefit or denial of benefit</li> </ul>
Loss of Benefits	<ul style="list-style-type: none"> <li>· Independent and dependent Student, Parent, or Spouse losing disability, SSI, alimony, workers compensation, or child support after filing the FAFSA</li> </ul>	<ul style="list-style-type: none"> <li>· Written statement on the lines provided on page 4 detailing the specifics of your circumstance</li> <li>· If Independent, A signed copy of your/spouse's 2016 FEDERAL IRS TAX TRANSCRIPTS; if dependent, your parent's 2016 FEDERAL IRS TAX TRANSCRIPTS</li> <li>· Copies of all w2 forms for student/spouse, parent(s)</li> <li>· Documentation of termination of benefits from benefit provider including date of change (i.e. letter from Social Security Administration or Department of Social Services, divorce decree, court order, etc.)</li> <li>· Documentation of one-time payout of IRA, pension, bonus, or other non-recurring income</li> </ul>




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**Name**

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**ID Number**

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Special Circumstance	Reason	Documentation Needed
Divorce or Legal Separation	<ul style="list-style-type: none"> <li>· Parents have legally divorced or separated after the FAFSA has been filed</li> <li>· Independent Student has legally divorced or separated from spouse after the FAFSA has been filed</li> </ul>	<ul style="list-style-type: none"> <li>· Written statement on the lines provided on page 4 detailing the specifics of your circumstance</li> <li>· If Independent, A signed copy of your/spouse's 2016 FEDERAL IRS TAX TRANSCRIPTS; if dependent, your parent's 2016 FEDERAL IRS TAX TRANSCRIPTS</li> <li>· Copies of all w2 forms for student/spouse, parent(s) to verify separation of income</li> <li>· Copy of legal separation agreement, divorce decree or signed letter from a Third Party Professional (attorney, court, judge, etc.) on letterhead, stating date of separation.</li> </ul>


### Step 8-Certification

I/We certify that all information reported is complete and correct to the best of my/our ability, and that I/we have attached relevant documentation, if applicable. I/We understand that any false statement or misrepresentation will be cause for denial, reduction, withdrawal, and/or repayment of financial aid and may subject the financial aid recipient to be fined, imprisoned, or both under provision of the U.S. Criminal Code.

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**Student's Signature / Date**

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**Mother/Step-mother's Signature / Date**

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**Father/Step-father's Signature / Date**