



Special Condition Form  
For Dependent Students

Student Name: \_\_\_\_\_ CCAD ID/Last 4 of SSN: \_\_\_\_\_

When completing the FAFSA, you were required to provide 2019 year income information and, in some cases, this information changes or does not accurately represent your family's financial situation. If you are experiencing a hardship or other situation that is not reflected on the FAFSA, we may be able to reevaluate your financial need. **Please note that not all circumstances will result in additional financial aid.**

Instructions:

Please check the box next to each step as you complete it. You must complete all information about you and your parent(s). Each circumstance will require different documentation. Carefully review Step 5 for details on what you must submit. Your information will not be reviewed until all paperwork has been completed correctly and turned in to the Financial Aid Office.

**Step 1** Have you filed your FAFSA for 2021-22? Yes \_\_\_\_\_ No \_\_\_\_\_  
Special conditions will not be reviewed until we have received a valid FAFSA  
If your EFC (determined by the FAFSA) is 0, . Completing this form **will not** result in additional aid.

**Step 2** Verification must be completed prior to processing any special condition review. If you have not yet done so, submit copies of the following required documents:

1. Signed copies of all 2019 Federal tax returns
  - Will be waived if you used the IRS Data Retrieval Tool on the FAFSA
  - Check if you have already submitted it: student \_\_\_\_\_ parent \_\_\_\_\_
2. Copies of all student and parent W-2 forms for 2019
  - Check if you have already submitted it: student \_\_\_\_\_ parent \_\_\_\_\_
3. CCAD Verification Worksheet
  - Check if you have already submitted it \_\_\_\_\_

**Step 3** Submit a detailed explanation of your circumstances. This statement must be **signed and dated** by you and a parent.

**Step 4** Only if your circumstances relate to loss of income, estimate all income you expect to receive between **January 1, 2021 through December 31, 2022**



	Student	Parent(s) on the FAFSA
Wages/income from work	\$ _____	\$ _____
Unemployment	\$ _____	\$ _____
Interest Income	\$ _____	\$ _____
Alimony	\$ _____	\$ _____
Other taxable Income	\$ _____	\$ _____
Type: _____		

(continued on back)



	Student	Parent(s) on the FAFSA
Social Security benefits	\$ _____	\$ _____
Payments to tax deferred retirement accts.	\$ _____	\$ _____
Welfare benefits (do not include SNAP)	\$ _____	\$ _____
Child Support	\$ _____	\$ _____
Other untaxed income	\$ _____	\$ _____
Type: _____		
<b>Total of all Anticipated Income</b>	<b>\$ _____</b>	<b>\$ _____</b>

**Step 5**

Check all situations that apply and refer to the list of required documents that must be submitted. These must be included with this form and your detailed letter of explanation in order for us to complete our review.

\_\_\_\_\_ **Unemployment/loss of income/loss of child support/retirement**

- Documentation supporting actual/projected income from January 1, 2021 through December 31, 2022
- Last pay stub(s) from previous employer indicating year to date earnings
- Letter from prior employer or other proof of date of termination
- Signed copy of filed 2020 tax return (1040 with schedules 1, 2, 3)
- If applicable, copy of unemployment benefits letter
- If applicable, documentation to support anticipated earnings
- If applicable, court documentation to show loss of child support or alimony

\_\_\_\_\_ **Divorce/separation/death of parent since FAFSA was filed**

- Copy of divorce decree or letter from attorney stating marital status --or--
- Copy of death certificate to verify date of death

\_\_\_\_\_ **Unusual medical or dental expenses**

- Itemized statements from medical providers showing the name of the patient, date(s) of treatment, charges and **patient payment** --or--
- Schedule A from either the 2019 &/or 2020 Federal income tax return if expenses were itemized
- Be sure to include the total amount of expenses incurred that were not covered by insurance in your letter of explanation

\_\_\_\_\_ **Tuition expenses paid for sibling at private elementary or high school**

- Letter or invoice from the school documenting the amount paid by the family in 2020-21
- Include in letter of explanation the amount you anticipate paying for the 2021-22 year and for whom

\_\_\_\_\_ **Non-repeating income reported on the FAFSA**

- Letter of explanation must include the source of the one-time (non-repeating) income and how those funds were spent

\_\_\_\_\_ **Other:** \_\_\_\_\_

- Sufficient documentation must be submitted to substantiate the information provided in the letter of explanation

**Step 6** Read and sign below

*I attest that the information provided on this form and all supporting documentation is true to the best of my knowledge. I understand that incomplete requests will not be reviewed and that submitting this information does not guarantee an adjustment to my/my child's financial aid.*

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student e-mail address

\_\_\_\_\_  
Parent e-mail address

**Step 7**

Submit all documents to: CCAD Financial Aid Office • 60 Cleveland Ave. • Columbus, OH • 43215

