



2024-2025 SPECIAL CIRCUMSTANCE REQUEST

This application may be completed if your family's financial situation has significantly changed from the information reported on your 2024-2025 FAFSA.

Federal regulations provide financial aid administrators at colleges and universities the authority to make adjustments to the information provided on the FAFSA when special circumstances exist. Such circumstances may include the loss of employment or reduced income; separation or divorce; the death of a parent/spouse; or extraordinary medical expenses. Results of a special circumstance may vary from school to school as these are based on the professional judgment of a financial aid administrator. Professional judgment decisions are final.

Once your FAFSA has been processed, our office can review your request for a Special Circumstance. If you have not already filed a FAFSA, please complete the FAFSA application as soon as possible.

Texas Tech University financial aid administrators welcome the opportunity to review your special situation. When applicable, we will make adjustments to your financial aid application to possibly increase eligibility. Completing the application does not guarantee additional grant funding and will not result in scholarship funding.

Deadline for submission of application and ALL required documents is June 15, 2025. If all required documentation is not received by this date, your request will be canceled.

All applications must include the following

1. All 2022 and 2023 W-2s/1099s for both parent/spouse and student
2. 2022 and 2023 physically signed 1040s with Schedule 1, if filed, or Tax Return Transcript (www.irs.gov) for both parent/spouse and student, even if the Data Retrieval Tool was used to complete the FAFSA.
3. Letter explaining the circumstances you would like to be considered
4. Additional documents supporting your circumstance
5. Asset Form if assets (checking, savings, investment net worth) were not reported on the original FAFSA

Please scan and attach documentation to the form in a PDF or DOCX file format. All documents must be clear and legible. Emailed documents will only be accepted if they are received from the student's Texas Tech email.



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Student's Name: _____ TTU R#: _____

Student's Email: _____ Phone #: _____

Parent's Email: _____ Phone #: _____

All Special Circumstance requests must include the following in addition to the information relative to your particular circumstance. Please indicate by checking the special circumstance(s) that apply to you.

Do not submit originals, as documents will not be returned.

1. Letter from parent/student explaining circumstances
2. All 2022 and 2023 W-2s/1099s for both parent/spouse and student
3. 2022 and 2023 physically signed 1040s with Schedule 1, if filed, or Tax Return Transcript
www.irs.gov

Separation / Divorce – THIS ONLY APPLIES IF BOTH PARENTS/SPOUSE INFORMATION IS ON THE FAFSA.

Please print below the name of the parent whose information will remain on FAFSA:

Has the parent listed above remarried? YES NO Date of Separation _____

Number of household members after separation/divorce _____

Number of household members in college after separation/divorce _____

- Court Documentation verifying legal separation or divorce
 Proof of residence for each parent (i.e., utility bill)

Death of Parent / Spouse – THIS ONLY APPLIES IF BOTH PARENTS/SPOUSE INFORMATION IS ON THE FAFSA.

- Copy of Death Certificate
 Billing Statement from funeral home verifying expenses not covered by insurance
 Copy of most recent paycheck stub for surviving parent/spouse
 Current number of household members _____

Loss of Child Support – THIS ONLY APPLIES IF CHILD SUPPORT RECEIVED IS REPORTED ON THE FAFSA.

- Verification of change in child support received in current year (i.e. divorce decree, attorney general payment summary)

Medical – ONLY PAID OUT-OF-POCKET EXPENSES WILL BE CONSIDERED. EXPENSES CONSIDERED IN PREVIOUS YEARS WILL NOT BE CONSIDERED AGAIN.

- 2023 **Schedule A** from 2023 Tax Return
 2023 **Schedule A** was not filed with tax return (other documents will be requested by FA Office)

Reduction of Income – REQUIRED DOCUMENTATION BELOW.

- Name of person who had the reduction of income _____
 Letter from parent/student explaining circumstances surrounding the reduction of income
 Anticipated income for 2024 - Most recent paycheck stubs with Year-To-Date Information for employed parent(s) Funds will be taken out of a IRA/401K retirement plan to be used as supplement income or to pay off debt If so, amount of withdraw: \$_____



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Student's Name: _____ TTU R#: _____

Student's Email: _____ Phone #: _____

Parent's Email: _____ Phone #: _____

Loss of Employment – REQUIRED DOCUMENTATION BELOW

Include information and documentation for ALL jobs if employed at more than one occupation.

Name of Person who lost job _____

Relationship to Student _____

Name of Previous Employer _____

Last Date of Employment _____

Severance Pay received? YES NO

Unemployment Benefits received? YES NO

*If No, have you applied or do you plan to apply? YES NO

Retirement Benefits being received? YES NO

Disability Benefits being received? YES NO

Will funds be taken out of your IRA, 401K, or other retirement plan in order to supplement income or pay off debt? YES NO Amount: \$ _____

Has new employment been found? YES NO Start Date: ____/____/____

Name of New Employer _____

- Letter from parent/student explaining circumstances surrounding the loss of income
- Letter from previous employer stating last date of employment and year-to-date income **OR** Copy of last paycheck
- stub with year-to-date income information
- Verification of severance pay
- Verification of unemployment benefits
- Verification of retirement benefits
- Verification of disability benefits
- Verification of funds taken out of retirement plan
- Most recent paycheck stub(s) (if new employment has been found or if working multiple jobs)
- Anticipated income for 2023 for employed parent(s), recent paycheck stubs with Year-To-Date income information

Other – Please provide a detailed description of your special circumstance. We will reach out directly regarding necessary documentation needed to process your request.

I certify that the information contained on this form is correct. I understand that if I purposely give false or misleading information or forged signatures on this form, I may be fined \$20,000, sent to prison, or both; and it may result in the cancellation or repayment of all or part of my financial aid. I understand that I must sign and return this form for my financial aid office to be processed.

Student Signature _____ Date _____

Parent Signature _____ Date _____



2024-2025 SPECIAL CIRCUMSTANCE REQUEST ASSET INFORMATION FORM

Student Name: _____

TTU R#: _____

Please complete the information below if asset information was not included on the original FAFSA.

*ENTER A DOLLAR AMOUNT BELOW.
IF ANY AMOUNT IS ZERO, PLEASE ENTER \$0. DO NOT LEAVE BLANK.*

Cash/Savings/Checking

Student/Spouse (if Married)

Parent (if Dependent)

At the time the FAFSA was filed, what was the total balance combined?	\$		\$
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Investments

Please include real estate (exclude home in which you currently reside), trust funds, money market funds, mutual funds, certificates of deposit, stocks, stock options, bonds, other securities, education IRAs, college savings plans for all students, installment and land sale contracts including mortgages held commodities, etc.

At the time the FAFSA was filed, what was the net worth of the investments?	\$		\$
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Business and/or Investment Farms

Do not include a family farm or family business with 100 or fewer full time or full time equivalent employees.

At the time the FAFSA was filed, what was the net worth of the investments?	\$		\$
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Student Signature _____

Date _____

Parent Signature _____

Date _____