



2025-2026 Special Circumstance Appeal

Financial Aid Administrators are authorized to use professional judgment on a case by cases basis for students with special circumstances that affect a family's ability to pay for college education that are not reflected in the information provided on the FAFSA. Manual adjustments can be made to students'/parents' income for 2023 based on income from years 2024 or 2025. In many cases, professional judgment adjustments made to the FAFSA do not result in significant changes to the federal Student Aid Index (SAI) and do not change a student's financial aid eligibility. Professional judgments are made based on a **change of income that is not a personal choice or personal responsibility.**

Section I: Student Information

Last Name First Name M I Student ID

Street Address Date of Birth

City State Zip Code Phone Number (including area code)

_____@students.chattahoocheetech.edu
Student Email Address

Section II: Indicate the Special Circumstance and which year of income you want to be considered

- | | |
|--|---|
| <input type="checkbox"/> Changes in Family income or assets | <input type="checkbox"/> Separation or Divorce |
| <input type="checkbox"/> Recent unemployment of the student or a contributor | <input type="checkbox"/> Death of a Contributor |
| <input type="checkbox"/> Medical, dental or nursing home expenses not covered by insurance | |

2024

2025

Instructions: Complete this form and attach the required documentation. Submit these items to the Financial Aid Office or via the Financial Aid Secure document portal as a Special Circumstance Appeal at: <https://ctcforms.chattahoocheetech.edu/SFS/sfsdocs.php>.

If supporting documentation is not submitted, this could result in denial of your appeal. All pertinent information is needed so that full consideration can be given to your appeal. Your aid will remain the same until your appeal has been approved. Once a decision has been made, you will be contacted through student email. **All financial documents used for the current year's FAFSA and the financial documents for the change in income year will be needed.**

You will need to submit the below documentation for all Special Circumstance Appeals.

- 2023 IRS Tax Return Transcripts or signed 2023 1040 Tax Return for student/spouse or student/parent(s)
- 2023 W-2's student/spouse or student/parent(s)
- Statement explaining circumstances
- If using 2024 income, 2024 IRS Tax Return Transcript or signed 2024 1040 Tax Return with all schedules for student/spouse or student/parent(s)
- If using 2024 income, all W2's student/spouse or student/parent(s)
- If using estimated 2025 income, attach proof of all income earned thus far in 2025 via paystubs, child support, disability benefits, IRA distributions/rollover, foreign income, FWS wages, etc. with a yearly total evident.

The below documents also need to be submitted if relevant for the justification of your appeal.

- Separation notice
- Unemployment benefits
- Death certificate of contributing parent listed on FAFSA and income tax documents
- Proof of loss/reduction of child support
- Proof of loss/reduction of alimony
- Proof of loss/reduction of Social Security benefits

You may obtain a 2023 or 2024 IRS Tax Return Transcript at www.IRS.gov. Choose *Get Your Tax Record*. You will choose the option of requesting online or requesting by mail. If requesting online, you will create an ID.me account. You may also visit your local IRS Office in person to obtain a copy, but most offices require appointments. To request a tax transcript by phone, call the IRS at 1-800-908-9946.

Section III: Explanation of Your Circumstance

Attach a separate sheet if more room is needed.

Section IV: Household Information

List the names of all household members claimed on the **2023** Tax Return starting with the student first. If you are independent then list yourself, your spouse (if applicable), and any biological/adopted children. If you are dependent list yourself, your parent(s) used as contributors on the FAFSA, and any biological or adopted siblings under the age of 24, if your parent(s) will provide more than half of their support from July 1, 2025 through June 30, 2026; or if the children would be required to provide parental information when completing a FAFSA even if they don't live with your parent(s).

If included on the tax return, list any other person that you/your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2025 through June 30, 2026. Additional documentation may be required for "other" members. If you need more space, attach a separate page.

Full Name	Age	Relationship

List the names of all household members claimed on the **2024/2025** tax return starting with the student first. If you are independent then list yourself, your spouse (if applicable), and any biological/adopted children. If you are dependent list yourself, your parent(s) used as contributors on the FAFSA, and any biological or adopted siblings under the age of 24, if your parent(s) will provide more than half of their support from July 1, 2025 through June 30, 2026; or if the children would be required to provide parental information when completing a FAFSA even if they don't live with your parent(s).

If included on the tax return, list any other person that you/your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2025 through June 30, 2026. Additional documentation may be required for "other" members. If you need more space, attach a separate page.

Full Name	Age	Relationship

Section V: Proof of Current 2023 Federal IRS Tax Information on FAFSA

If you are an independent student, you will need to attach the 2023 IRS Tax Return Transcript or signed 2023 1040 Tax Return with all schedules for yourself (and/or if married, your spouse). If you are a dependent student, you will need to attach the 2023 IRS Tax Return Transcript for yourself and parent(s) listed as contributors on the FAFSA. You will also need to attach all 2023 W-2's for student/spouse or student/parent(s).

If you are an independent student and you (and/or if married, your spouse) were not required to file a 2023 Federal Tax Return, you must provide an IRS Verification of Non-Filing Letter for 2023. If you are a dependent student and your parent(s) were not required to file a 2023 Federal Tax Return, you must provide their IRS Verification of Non-Filing Letter for 2023. These are obtained by requesting an IRS Tax Return Transcript at www.irs.gov under Get Your Tax Record.

Complete if no 2023 Taxes Filed for a participant on the 2024-2025 FAFSA

If you or your spouse/contributor(s) did not file and are not required to file a 2023 Federal Tax return, list the employer(s) below and any income received in 2023 (use your W-2's or other earning statements) and submit these items. You will also need to request an IRS Verification of Non-Filing letter. The Verification of Non-Filing Letter can be obtained by requesting an IRS Tax Return Transcript at www.irs.gov under Get Your Tax Record.

Name	Employer Names or Source of Income	2023 Amount
		\$
		\$
		\$
		\$
		\$

Section VI: Benefits

Complete all boxes below for each column. Select “yes” or “no” for **ALL** participants on the FAFSA for the appeal year being considered: January 1, 2024 – December 31, 2024 or January 1, 2025 – December 31, 2025.

	Student	Student Spouse	Parent	Other Parent or Partner
SSI (Supplemental Security Income)	Yes or No	Yes or No	Yes or No	Yes or No
SNAP Benefits (Supplemental Nutrition Assistance Program)	Yes or No	Yes or No	Yes or No	Yes or No
Free or Reduced Lunch	Yes or No	Yes or No	Yes or No	Yes or No
TANF (Temporary Assistance for Needy Families)	Yes or No	Yes or No	Yes or No	Yes or No
Earned Income Tax Credit	Yes or No	Yes or No	Yes or No	Yes or No
WIC (Women, Infants, & Children Food Benefits)	Yes or No	Yes or No	Yes or No	Yes or No
Federal Housing Assistance	Yes or No	Yes or No	Yes or No	Yes or No
Medicaid	Yes or No	Yes or No	Yes or No	Yes or No
Qualified Health Plan Refundable Credit	Yes or No	Yes or No	Yes or No	Yes or No

Section VII: Projected Income

Complete all boxes below for each column. **Do not leave any box blank.** If not applicable, then use N/A. Use exact amounts for January 1, 2024 – December 31, 2024 or estimated amounts for January 1, 2025 – December 31, 2025. **Be sure to attach proof.**

	Student	Student Spouse	Parent	Other Parent or Partner
Tax Return Filing Status				
Total Income Earned from Work				
Tax Exempt Interest Income				
Untaxed Portions of IRA Distributions				
IRA Rollover into Another IRA or qualified plan				
Untaxed Portions of Pensions				
Pension Rollover into an IRA or other qualified plan				
Deductible Payments to IRA/Keogh/Other				
Education Credits				
Amount from Schedule C (indicate as profit or loss)				
College grant, scholarships, or AmeriCorps benefits reported as income				
Foreign Earned Income Exclusion				
Child Support Received				
Current Net Worth of Investments, Including Real Estate				
Current Net Worth of Businesses and Investment Farms				
Total Federal Work Study Earnings				
Any Additional Income such as Unemployment Compensation, Gambling winnings, Jury Duty pay, Alimony received.				

If using IRS 2024 Tax Return, this list shows where to find the above amounts.

1. Income Earned from Work (Line 1z plus Schedule 1: Lines 3 + 6)
2. Tax Exempt Interest Income (Line 2a)
3. Untaxed Portions of IRA Distributions (Line 4a minus 4b)
4. Untaxed Portions of Pensions (Line 5a minus 5b)
5. Adjusted Gross Income (Line 11)
6. Income Tax Paid (Line 24)
7. Deductible Payments to IRA/Keogh/other (Schedule 1: total of Lines 16 + 20)
8. Education Credits (Schedule 3: Line 3 + 1040 Line 29)
9. Net Profit or Loss from Schedule C (Schedule C: Line 31)
10. Foreign earned income exclusion (Schedule 1: Line 8d)

Section VIII: Affirmation

All information reported is accurate and complete to the best of my knowledge. If requested, I agree to provide additional documentation to substantiate the information provided. False statements or misrepresentations will be cause for denial, reduction, withdrawal, and/or repayment of financial assistance funds, and may subject the filer(s) to a fine, imprisonment, or both under provision of the United States Criminal Code. A FAFSA participants are required to **hand sign** below.

Student Signature	Date
Spouse Signature (if applicable)	Date
Parent Signature (if applicable)	Date
Other Parent Signature (if applicable)	Date