

Special Condition – Financial Aid Office

Request for Special Consideration based on significant change in Financial Circumstances.

Student Information

Student Name:	Date of Birth:
Student ID:	Student Phone Number:
Student Email:	
Student Address:	
Parent's Name:	

This form is used to request special consideration based on significant changes to the financial circumstances. Please read the listed categories and check the one most applicable to you. You must provide documentation confirming the changes. If proof is not submitted, the request will be denied.

Basis for the Appeal

Person (Please choose one of the Following)	Circumstance	Effective Date	Date Income was Terminated
☐ Student	☐ lost their job, received unemployment compensation, or other untaxed income that has been completely exhausted		
☐ Spouse	☐ no longer work due to a disability		
☐ Parent	☐ my parents/student were separated or divorced (Attach divorce decree or verification of separation)		
	☐ my parent/spouse is now deceased (Attach death certificate)		
	☐ Other (Please describe circumstance in the lines provided below)		

Additional Documentation

1. Fill out FAFSA based on the 2023 income.
2. Complete Special Condition Form
3. Copy of Tax Return Transcript for 2023 and 2024. (visit www.irs.gov or call 1-800-908-9946)
4. Copy of parent/student W-2 forms for 2023 and 2024.
5. Student Verification Form
6. Last two Paystubs
7. Layoff Letter
8. Letter from Unemployment with amount of benefits receiving.

Must be completed by applicant:

Estimated income for the 2025 calendar year. (Estimate total amounts.)

1. Number of family members in your household during July 2025-June 2026 _____
2. Number of family members in college (**at least 6 hours**) during 2025-2026: _____

Expected 2023 earned income:	Amount	Source
Student	\$	
Spouse	\$	
Father	\$	
Mother	\$	

Expected 2023 untaxed income:	Amount
Social Security Benefits	\$
Worker's Compensation	\$
Welfare/TANF	\$
Child Support	\$
Other <i>(Please Specify)</i>	\$

Agreement and Understanding

By signing this special condition form, you certify that all of the information reported on this form is true and accurate to the best of your knowledge. If requested, you agree to provide proof of the information that you have reported on this form.
WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both. Typed, copied, or electronic signatures will not be accepted.

Student Signature:

Date:

Parent Signature (Dependents Only):

Date:

NOTE: Documentation must be provided to support the income information you have reported on this form. If documentation is not submitted along with this form, your special conditions will be denied.

Southern West Virginia Community and Technical College is an Equal Opportunity/Affirmative Action Institution and does not discriminate based on race, sex, gender identity, pregnancy, sexual orientation, age, disability, veteran status, religion, color, or age in admission, employment, or educational programs and activities; nor does it discriminate based on genetic information in employment or employee health benefits. Faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in discrimination investigations. This nondiscrimination policy also applies to all education programs, to admission, to employment, and to other related activities covered under Title IX, which prohibits sex discrimination in higher education. Southern will take steps to ensure that a lack of English language skills will not be a barrier to admission and participation in the college's CTC offerings. Auxiliary aids and services are available upon request to individuals with disabilities. Southern West Virginia Community and Technical College also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate based on race, ethnicity, sex, color, creed, gender, religion, age, sexual orientation or gender orientation or expression, physical or mental disability, marital or family status, pregnancy, genetic information, veteran status, service in the uniformed services, ancestry, or national origin. Inquiries regarding compliance with any state or federal nondiscrimination law may be addressed to Affirmative Action Officer/Title IX Coordinator, Ms. Debbie C. Dingess, Chief Human Resources Officer, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7408; or Section 504 Coordinator, Ms. Dianna Toler, Director of Student Success, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7315. TTY 304-792-7054 may be used to communicate with any office or employee of the College.

For more Information visit: www.southernwv.edu

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