



Office of Financial Assistance
 100 College Drive
 Logan, WV, 25601
 (304) 896-7060
FinancialAid@southernwv.edu

Special Condition - Financial Aid Office

Request for Special Consideration Based on Significant Change in Financial Circumstances

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

This form is used to request special consideration due to significant changes in your financial circumstances. Please review the categories below and check the one that best applies to your situation. You must provide documentation to confirm your changes. If you do not submit proof, your request will be denied.

Basis for the Appeal			
Person (Choose One Option)	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	Parents/student were separated or divorced (<i>attach divorce decree or verification of separation</i>)		
	My parent/spouse is now deceased (<i>attach death certificate</i>)		
	Other (<i>please describe the circumstance in the lines below</i>)		

- | Additional Documentation |
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| <ol style="list-style-type: none"> 1) Fill out the FAFSA based on the 2024 income. 2) Complete the Special Condition Form 3) Provide a copy of Tax Return Transcript for 2024 and 2025 (<i>visit www.irs.gov or call 1-800-908-9946</i>) 4) Provide a copy of parent/student W-2 forms for 2024 and 2025 5) Complete the Student Verification Form 6) Attach last two paystubs 7) Attach layoff letter 8) Attach letter from Unemployment with amount of benefits receiving |

To Be Completed By Applicant		
Estimated Income for the 2026 calendar year (Estimate total amounts)		
1) Number of family members in your household during July 2026- June 2027: _____		
2) Number of family members in college (at least 6 hours) during 2026-2027: _____		
Expected 2026 earned income	Amount	Source
Student	\$	
Spouse	\$	
Father	\$	
Mother	\$	
Expected 2026 untaxed income	Amount	Other Untaxed Income
Social Security benefits	\$	
Worker's Compensation	\$	
Welfare/TANF	\$	
Child Support	\$	
Other (please specify)	\$	
Agreement and Understanding		
By signing this worksheet, 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.

Options to Submit Documentation

EMAIL	In Person	Mail
Scan and Submit to: FinancialAid@southernwv.edu	Visit one of our campus locations to see a Financial Aid Associate in person	SWVCTC C/O Financial Aid 100 College Drive, Logan, WV 25601

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

#FINDYOURDIRECTION