

2024-2025 Special Circumstances Independent Student

This form must be submitted by March 1, 2025 for the 2024 – 2025 academic year.

Occasionally, special circumstances exist that may warrant reconsideration of financial aid eligibility. These special circumstances may be either changes that have occurred in your family circumstances since you filed the Free Application for Federal Student Aid (FAFSA) or family circumstances not accounted for on the FAFSA.

On the following pages we have listed the circumstances that most commonly qualify a student to file a Special Circumstances request. Select as many circumstances as fit your current situation. If your circumstance(s) does NOT fit into one of the options, you may still file the Special Circumstances Form. Please attach a letter explaining your situation as well as any supporting documentation.

To Qualify for a Special Circumstances Review, You Must:

- Write a letter explaining your particular situation
- Choose one or more of the situations outlined on the following pages
- Complete all pages of this form
- Provide all requested documentation

Missing Information may delay processing.

weeks for processing. Additional documents may be requested.	
Charle at News	Christian ID#
Student Name	Student ID#
E-mail	Phone Number

Please note: Filing this appeal does not guarantee additional financial aid. Some appeals may only result in the student receiving the maximum in subsidized loan eligibility and/or Pell grant eligibility. Please allow 3-4

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☐ Loss or Reduction of Employment Income				
☐ Student Date of layoff/termination/retirement:				
☐ Spouse Date of layoff/termination/retirement:				
Has the student started another job? ☐ No ☐ Yes If yes, give start date:				
Has the spouse started another job? ☐ No ☐ Yes If yes, give start date:				
Documentation Required:				
 Documentation from employer verifying loss of employment, including effective date; and 				
 A copy of the last pay statement showing gross year-to-date income for all jobs worked for both student 				
and/or spouse (if more than one employer per student and/or spouse, please include start/end dates in writte	n			
statement); and				
 Documentation of unemployment benefits from state agency, if applicable; and 				
 Documentation of severance pay received, or IRAs, stocks, bonds, pensions, etc. converted to cash, if 				
applicable.				
Note: Reduction or loss of employment income must be for at least ten (10) weeks or sufficient				
documentation of change and new employment.				
☐ Loss of Other Income				
Documentation Required:				
 Statement from organization (unemployment office, Friend of the Court, Social Security, etc.) indicating wher 	1			
the income/benefits ended; and				
 Verification of income/benefit amount received in 2022 and 2023, if applicable 				
☐ Loss of Child Support				
Name of Child: Amount received in 2024: \$ Date support ended:				
Name of Child: Amount received in 2024: \$ Date support ended:				
Documentation Required:	_			
A copy of legal separation/divorce papers specifying amount of child support				
 Statement from the Friend of the Court documenting when the child support ended 				
О				
☐ Receipt of One-Time Income				
Consideration for the receipt of one-time income may only be reviewed once during a student's enrollment at GLBBS				
Documentation Required:				
 Signed statement explaining the reason for the income (early pension withdrawal, sale of home, etc.) 				
 Documentation showing the source of the income (Form 1099-R, etc.) 				
 A signed copy of your 2022 Federal Tax Return and/or 1099 form; and 				
 Documentation showing how much of the one-time income is still available and how funds were spent. 				
☐ Separation or Divorce since 2022				
Date of separation/divorce:				
Documentation Required:				
A copy of legal separation/divorce papers; and				
 Documentation of residence in separate households; and 				
 Documentation of residence in separate nouseholds, and Documentation of spousal support and/or child support; and 				
A copy of student's most recent pay statement; and				
 Copies of 2022 W-2 forms or other documents to separate income if a joint tax return was filed in 2022. 				
Copies of 2022 W-2 forms of other documents to separate income if a joint tax return was med in 2022.				
☐ Death of a Spouse since 2022				
Date of Death:				
Documentation Required:				
 A copy of the death certificate or obituary; and 				
 Description of survivor benefits that are to be received including amounts and payment terms; and 				
 Student's 2024 W2s or other income documentation 				

☐ Excessive Medical or Dental Expenses paid by you in 2022, 2023, and/or 2024						
Please select the year you wish to claim: \square 2022 \square 2023 \square 2024						
 Documentation Required: Submit a copy of Schedule A – Itemized Deductions from your federal tax return; or Submit copies of supporting documentation as proof of out-of-pocket payments. For insurance premiums withheld from earnings, a copy of a pay statement. 						
Additional Information:						
Do not include payments covered	onsiderati	ion payments made by insu	urance, unpaid invoices, handwritten ount statements.			
☐ Elementary/Secondary Private School Tuition paid by your family in 2024						
Documentation Required:	er from the	e school documenting cost	and any gift assistance received. The			
☐ Other Circumstances not address	ed in th	e above categories				
 Documentation Required: Submit a statement that explains of documentation. Contact the Financial Aid Office if y 			ly situation, with relevant supporting ocumentation to provide.			
FAMILY SIZE STATEMENT						
Family Size includes the following: You and your spouse (if applicable) Your dependent children if the followin They live with you (or live apar They receive more than half of They will receive more than hal Other persons if the following are true They live with you; They receive more than half of They will receive more than half of	t because their sup If of their their sup If of their and "othe	of college enrollment); port from you; and support from you from Jul port from you; and support from you from Jul er persons" align with the r	y 1, 2024 to June 30, 2025. equirement that family size align with			
the 2024-2025 FAFSA. As a result, you should r	ot include	e any unborn children in the	e family size.			
LIST THE NAME OF EACH HOUSEHOLD MEMBER (INCLUDING YOURSELF)	AGE	RELATIONSHIP TO YOU	NAME OF COLLEGE (if enrolled at least ½ time between July 2024-June 2025)			
		Self	GLBBS			

INCOME ESTIMATES and ASSET EVALUATION

Use this form to document special circumstances for your household incomes received to date and to provide your best faith estimate of all sources of income for 2024. Please enter zero to indicate you do not have any types of taxable or untaxed income to report.

All Sources of Income for 2024	Year-to-Date 1/1/2024 - Today	Estimated Today – 12/31/2024
Student Total Wages, Salaries, Tips	\$	\$
Spouse Total Wages, Salaries, Tips	\$	\$
*Other Taxable Income:	\$	\$
*Other Taxable Income:	\$	\$
**Other Untaxed Income:	\$	\$
**Other Untaxed Income:	\$	\$
Assets	Student	Spouse (if applicable)
As of today, what is your total current balance of cash,		
savings, and checking accounts?	\$	\$
Child support received Include all child support paid to you in the last complete calendar year for all children in the family size.	\$	\$
As of today, what is the net worth of your investments,	T	T
including real estate? Don't include the home in which you live. Net worth means current value minus debt.	\$	\$
As of today, what is the net worth of your current		
business and/or investment farms? Don't include the value of the family's primary home, even if the residence is on the farm property or used to run the business.	\$	\$

^{*}Examples of **taxable** income: Unemployment compensation, taxable portion of Social Security benefits, severance pay, interest income, dividends, capital gains, alimony, pensions, annuities, IRA's, rents, royalties, partnerships, estates, trusts, life insurance payment, early withdrawal from 401k

CERTIFICATION AND SIGNATURE

By signing this form, I certify that all of the above information is complete and correct. All attachments and supporting documents are true to the best of my knowledge. I further understand that purposely giving false or misleading information may result in a fine, jail time, or both.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

	Return to: Great Lakes Boat Building School
Date	485 S. Meridian Cedarville, MI 49719
Date	You may upload this form through the GLBBS Student Portal: www.glbbs.empower-xl.com

Important: Incomplete forms will not be accepted

^{**}Examples of **untaxed** income: Worker's compensation, veteran's death benefits, disability, living allowances (housing, food, pensions, annuities, etc.) for military/clergy/other