

This form must be submitted by March 1, 2026 for the 2025 – 2026 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 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.

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 weeks for processing. Additional documents may be requested.

Student Name

Student ID#

E-mail

Phone Number

| Loss or Reduction of Employment | Income | | | | |
|--|--|--|--|--|--|
| Parent 1 (father/mother/stepparent) | | | | | |
| Parent 2 (father/mother/stepparent) | Date of layoff/termination/retirement: | | | | |
| Student | Date of layoff/termination: | | | | |
| Has the parent started another job? | □ No □ Yes If yes, give start date: | | | | |
| Has the student started another job? | □ No □ Yes If yes, give start date: | | | | |
| Documentation Required: | | | | | |
| | s of employment, including effective date; and | | | | |
| | owing gross year-to-date income for all jobs worked for both parents (if | | | | |
| | t, please include start/end dates in written statement) ; and | | | | |
| | penefits from state agency, if applicable; and | | | | |
| Documentation of severance pay re applicable. | ceived, or IRAs, stocks, bonds, pensions, etc. converted to cash, if | | | | |
| | nent income must be for at least ten (10) weeks or sufficient | | | | |
| documentation of change and new | | | | | |
| - | | | | | |
| Loss of Other Income | | | | | |
| Documentation Required: | | | | | |
| | ployment office, Friend of the Court, Social Security, etc.) indicating when | | | | |
| the income/benefits ended; and Verification of income/benefit amount | unt received in 2023 and 2024, if applicable | | | | |
| Vernication of income/benefit amon | | | | | |
| Loss of Child Support | | | | | |
| Name of Child: | Amount received in 2025: \$ Date support ended: | | | | |
| Name of Child: | Amount received in 2025: \$ Date support ended: | | | | |
| Documentation Required: | | | | | |
| | papers specifying amount of child support | | | | |
| • Statement from the Friend of the Co | ourt documenting when the child support ended | | | | |
| □ Receipt of One-Time Income | | | | | |
| | come 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 2023 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 of Parents since 2023 | | | | | |
| Date of separation/divorce: | | | | | |
| Which parent will provide the most financia | I support to the student? If both parents provide equal support, which | | | | |
| parent has the greater income and assets? | | | | | |
| Documentation Required: | | | | | |
| Documentation that parents reside | in separate households; and | | | | |
| A copy of supporting parent's most | | | | | |
| A copy of legal separation/divorce p | • | | | | |
| Documentation of spousal support and/or child support; and | | | | | |
| Copies of 2023 W-2 forms or other | documents to separate income if a joint tax return was filed in 2023. | | | | |
| Death of a Parent since 2023 | | | | | |
| Name of Parent/Stepparent | 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
- Surviving parent's 2025 income information

Excessive Medical or Dental Expenses paid by your family in 2023, 2024, and/or 2025

Please select the year you wish to claim:
2023
2024
2025
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 by insurance or other resources.
- Please note: We cannot take into consideration payments made by insurance, unpaid invoices, handwritten confirmations of payments, Explanation of Benefits statements, or account statements.

Elementary/Secondary Private School Tuition paid by your family in 2025

Documentation Required:

• Submit a copy of your bill or a letter from the school documenting cost and any gift assistance received. The bill must be for the 2025-2026 academic year.

□ Other Circumstances not addressed in the above categories

Documentation Required:

- Submit a statement that explains changes in your financial and/or family situation, with relevant supporting documentation.
- Contact the Financial Aid Office if you are unsure about what type of documentation to provide.

FAMILY SIZE STATEMENT

List the names and ages of all household members during the 2025-2026 academic year. Please indicate which household members (excluding parents) will be enrolled in college at least half-time during the 2025-2026 academic year and which institution they are planning to attend.

Family Size includes the following:

- You
- Your parents, including a stepparent
- Your parents' dependent children and other dependent persons if the following are true:
 - They live with your parents (or live apart because of college enrollment);
 - They receive more than half of their support from your parents; and
 - They will receive more than half of their support from your parents from July 1, 2025 to June 30, 2026.

The provided criteria for "dependent children" and "other persons" align with the requirement that family size align with whom you could claim as a dependent on a U.S. tax return if you were to file a U.S. tax return at the time of completing the 2025-2026 FAFSA. As a result, you should not include any unborn children in the 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 2025-June 2026) |
|--|-----|---------------------|---|
| | | Self | Marine Trades Institute |
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INCOME ESTIMATES and ASSET EVALUATION

Use this form to document special circumstances for your parent's household incomes received to date and to provide your best faith estimate of all sources of income for 2025. Please enter zero to indicate you do not have any types of taxable or untaxed income to report.

| All Sources of Income for 2025 | Year-to-Date 1/1/2025 - Today | Estimated Today – 12/31/2025 |
|--|----------------------------------|---------------------------------|
| Parent 1 Name: Total Wages, Salaries, Tips | \$ | \$ |
| Parent 2 Name: Total Wages, Salaries, Tips | \$ | \$ |
| Student Total Wages, Salaries, Tips | \$ | \$ |
| *Other Taxable Income: | \$ | \$ |
| *Other Taxable Income: | \$ | \$ |
| *Student Other Taxable Income: | \$ | \$ |
| **Other Untaxed Income: | \$ | \$ |
| **Other Untaxed Income: | \$ | \$ |
| **Student Other Untaxed Income: | \$ | \$ |
| Assets | Parent(s) | Student |
| 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, | | |
| including real estate? Don't include the home in which your parents 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

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

| CERTIFICATION AND SIGNATURE | WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both. | | | |
|--|--|---|--|--|
| By signing this form, we certify that all of the above information is complete and correct. All attachments and supporting documents are true to the best of our knowledge. We further understand that purposely | | | | |
| giving false or misleading information may result in a fine, jail time, or both. | | Return to: Marine Trades Institute 485 S. Meridian Cedarville, MI 49719 | | |
| Student Signature | Date | You may upload this form through the Marine Trades Institute Student Portal: www.glbbs.empower-xl.com | | |
| Parent Signature | Date | | | |
| Important: Incomplete forms will not be accepted | | | | |