

**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.**

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Student Name

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Student ID#

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E-mail

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Phone Number

### Loss or Reduction of Employment Income

- Parent 1 (father/mother/stepparent) Date of layoff/termination/retirement: \_\_\_\_\_
- 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:

- A letter 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** parents (*if more than one employer per parent, please include start/end dates in written 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 when the income/benefits ended; and
- Verification of income/benefit amount received in 2023 and 2024, if applicable

### 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:

- 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

### 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 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 financial 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 recent pay statement; and
- A copy of legal separation/divorce papers; and
- 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



## 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 <small>Include all child support paid to you in the last complete calendar year for all children in the family size.</small>	\$	\$
As of today, what is the net worth of your investments, including real estate? <b>Don't include</b> 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? <b>Don't include</b> the value of the family's primary home, even if the residence is on the farm property or used to run the business.	\$	\$
<p>*Examples of <b>taxable</b> 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</p> <p>**Examples of <b>untaxed</b> income: Worker's compensation, veteran's death benefits, disability, living allowances (housing, food, pensions, annuities, etc.) for military/clergy/other</p>		

### CERTIFICATION AND SIGNATURE

**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.**

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Return to:  
Marine Trades Institute  
485 S. Meridian  
Cedarville, MI 49719

You may upload this form through the Marine Trades Institute Student Portal:  
[www.glbbs.empower-xl.com](http://www.glbbs.empower-xl.com)

Important: Incomplete forms will not be accepted