MARINE TRADES

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(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.

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			
Student Date of layoff/termination/retirement:			
□ Spouse Date of layoff/termination/retirement:			
Has the student started another job?			
Has the spouse started another job? \Box No \Box 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			
<i>statement)</i> ; 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.			
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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			
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 since 2023			
Date of separation/divorce:			
Documentation Required:			
 A copy of legal separation/divorce papers; and 			
 Documentation of residence in separate households; and 			
 Documentation of spousal support and/or child support; and 			
 A copy of student's most recent pay statement; 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 Spouse since 2023			
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 2025 income documentation

Excessive Medical or Dental Expenses paid by you 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

Family Size includes the following:

- You and your spouse (if applicable)
- Your dependent children if the following are true:
 - They live with you (or live apart because of college enrollment);
 - \circ $\;$ They receive more than half of their support from you; and
 - They will receive more than half of their support from you from July 1, 2025 to June 30, 2026.
- Other persons if the following are true:
 - They live with you;
 - They receive more than half of their support from you; and
 - They will receive more than half of their support from you 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

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 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
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,		
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

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

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.

Print Student's Name

Student's Signature (required)

Date

Spouse's Signature (if applicable)

Date

ned, sent to prison, or both.

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

Important: Incomplete forms will not be accepted