WESTMINSTER COLLEGE

FINANCIAL AID OFFICE
2025– 2026 SPECIAL CIRCUMSTANCES FORM

Student Name:_____ **Student ID #**_____

When completing The Free Application for Federal Student Aid (FAFSA) for the 2025 – 2026 academic year, a family is asked to provide actual 2023 taxable and non-taxable income. A family, who expects its 2025 income to be **considerably** less than was reported on the FAFSA for 2023, should complete the form below and submit it to the Westminster College Financial Aid Office along with a ***letter of explanation and appropriate documentation that supports the special circumstance.*** *Please note: Special Circumstance Forms submitted without required supporting documentation and letters of explanation will not be considered. Submittal of a Special Circumstance Form does not guarantee that the student's financial aid will be adjusted.* **Please include copies of your family's 2023 Federal Tax Return and W-2 forms and your family's 2024** Federal Tax Return and W-2 forms once completed.

Section A ***I am filing a Special Circumstance Form as a result of:***

Loss of Employment Select Family Member/Last Date of employment: ☐ Parent _____ ☐ Student _____ ☐ Spouse _____	**Required documentation** ■ Letter of explanation from student/parent ■ Copy of last pay stub for each job held ■ Proof of unemployment compensation benefits ■ Report severance pay
Substantial Reduction of Income from Work ☐ Parent ☐ Student ☐ Spouse	**Required documentation** ■ Letter of explanation from student/parent ■ Copy of most recent pay stub showing income Note: *Loss of overtime will not be considered*
Reduction in/or Loss of Benefit (e.g., Unemployment, Worker's Comp., Disability, Child Support, TANF) ☐ Parent ☐ Student ☐ Spouse _____ Date	**Required documentation** ■ Letter of explanation from student/parent ■ Notice of cancellation of benefits/income ■ Loss of child support explanation letter should include how many children in the household will continue to receive child support and the amount that will be received each month
Family Loss **Date of Death** ☐ Parent _____ ☐ Spouse _____	**Required documentation** ■ Letter of explanation from student/parent ■ Copy of death certificate
Divorce/Separation ☐ Parent ☐ Student _____ Date	**Required documentation** ■ Letter of explanation from student/parent ■ List of current household members ■ Documentation of separate households (i.e.: copies of bank statements, driver's licenses, utility bills, leases, etc.) ■ Amount of child or spousal support received and when payments began or are expected to begin
One-time lump sum payment $ _____	**Required documentation** ■ Letter of explanation from student/parent ■ Documentation that identifies the source, amount and reason of the one-time income ■ Documentation supporting how the funds were spent or invested

Section B ***Please complete all applicable fields.***

EXPECTED ANNUAL INCOME FROM JAN 1, 2025 UNTIL DEC 31, 2025

Income Source	Parent/Contributor 1	Parent/Contributor 2	Student	Spouse
Income Earned from Work	$	$	$	$
Unemployment Benefits	$	$	$	$
TANF and/or AFDC	$	$	$	$
Child support received	$	$	$	$
Veteran's benefits	$	$	$	$
Severance Pay	$	$	$	$
Disability benefits	$	$	$	$
Other Income	$	$	$	$
Total 2025 Annual Income:	$0.00	$0.00	$0.00	$0.00

Section C ***Certification requesting special circumstance consideration:***

The information provided on this form and supporting documents is true and complete to the best of my knowledge. I agree to provide additional documentation, if requested*. I understand that if at any time the estimates of the 2025 income that I submit on this form change, I will contact the Financial Aid Office as soon as possible regarding the change. I understand that Special Circumstance Forms submitted without required supporting documentation and letters of explanation will not be considered. I also understand that submittal of a Special Circumstance Form does not guarantee that the financial aid will be adjusted. **I further understand that I will be required to submit copies of the 2025 Federal Income Tax returns to Westminster College as final documentation of the special circumstance.**

☐ **I have included copies of my family's 2023 Federal Tax Return and W-2 forms.**

☐ **I have included copies of my family's 2024 Federal Tax Return and W-2 forms.**

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Spouse Signature: _____ Date: _____

During the review, we may find that we need additional documentation or information.
Please provide information about the best way for us to contact you.

Phone/Email and best time(s): _____

Please return this form with ALL supporting documentation:

By Mail:
Westminster College
Attn: Financial Aid Office
319 S. Market St.
New Wilmington, PA 16172-0001

OR
By Fax: 724-946-6171

Telephone: 724-946-7102
Email: finaid@westminster.edu