



Office of Financial Aid  
410.951.3636 (Telephone)  
410.951.2551 (Fax)

## 2021 - 2022 SPECIAL CONDITIONS APPLICATION

This form is used by those who may have special circumstances that may change financial aid eligibility.

Student ID#: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last First M.

Current Mailing Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip Code

This application should be used to request a review of special circumstances that have arisen which you feel may change your financial aid eligibility. We require that certain documents be provided to support the specific condition selected by you or your parents. We start with an evaluation of the accuracy of the information that you submitted on your Free Application for Federal Student Aid (FAFSA). We will evaluate the supporting documents along with your FAFSA to determine if you are eligible for any adjustments.

### Instruction for Completion

1. Submit a typed and signed explanation statement
2. This completed form
3. Include supporting documentation.

### Signatures

#### Certification:

All of this information contained in this application is true to the best of my/our knowledge. If intentionally false or misleading information is provided on this application in an attempt to obtain federal financial aid, I understand that a fine of up to \$10,000, and/or a prison sentence could result.

\_\_\_\_\_  
Print student's name

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent's name (required if applicable)

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

**SUBMIT ATTACHED FORMS AND PERTINENT DOCUMENTS TO THE  
OFFICE OF FINANCIAL AID VIA FAX: 410.951.2551.**

**EMAIL ATTACHED FORMS TO [FINANCIALAID@COPPIN.EDU](mailto:FINANCIALAID@COPPIN.EDU)**

**Circumstances to which consideration is given are as follows:**

- Loss or reduction of income of the student or parents. (allow 3 months before submitting appeal)
- Loss or change of benefits, alimony and/or child support.
- Divorce or separation of parents.
- Death of parent(s) or spouse.
- Student's parent has retired.
- One time taxable income used for life changing events. (e.g., IRA, Pension distribution, back-year social payments.)

**Circumstances to which consideration is not given are as follows:**

- Standard living expenses. (e.g., utilities, credit card payments, etc.)
- Mortgage, car, and/or credit card payments
- Vacation Expenses
- All other discretionary expenses

**Failure to provide the requested documentation will result in no further processing of this request.**

<b>Required Documents for each Conditions</b>
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**A. Loss or reduction in income**

- a. Copy of 2019 Tax Return Transcript and copy of W-2's for student and parents (if dependent).
- b. Copy of last paystubs from current or former employer (if applicable).

**B. Loss or change in benefits, alimony and/or child support.**

- a. Copy of 2019 Tax Return Transcript and copy of W-2's.
- b. If benefits terminated, provide documentation of monthly benefit amount and date of benefit termination.
- c. If benefits reduced, provide documentation of original amount, date of reductions and reduced amount.

**C. Divorce or Separation**

- a. Copy of 2019 Tax Return Transcript and copy of W-2's.
- b. Copy of legal separation documentation, proof of separated households, or divorce decree.

**D. Death of parent(s) or spouse.**

- a. Copy of 2019 Tax Return Transcript and copy of W-2's.
- b. Copy of death certificate.

**E. Student's parent has retired.**

- a. Copy of 2019 Tax Return Transcript and copy of W-2's.
- b. Documentation of monthly income sources for all retirement income, including social security (if applicable).

**F. One time taxable income.**

- a. Copy of 2019 Tax Return Transcript and copy of W-2's.
- b. Documentation to identify the source of income.
- c. Proof of payment and itemized statement showing how the funds were spent (e.g., cancelled checks, receipts, bank statements)

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