

2025-2026 Consideration of Special Circumstances



Pine Technical &
Community College

Last Name: _____ First Name: _____ M.I.: _____ Student ID
or SSN: _____

According to federal laws and regulations, income from 2023 is used to determine eligibility for the 2025-2026 financial aid year. If your income (or your family's income) is reduced, the Pine Technical and Community College Financial Aid Office may be able to take into account reduced income or other extenuating circumstances to determine your financial aid eligibility for 2025-2026. Please complete this form if there have been substantial changes to the income documented on your 2023 federal tax return.

**** PLEASE NOTE:** All appeals require completion of the Verification process. If you have not already been selected for Verification, you will need to complete a 2025-2026 Verification process which includes submitting a copy of your 2023 IRS tax return transcript and your parent's 2023 IRS tax return transcript (if you are a dependent student) along with any required documentation listed below. The Financial Aid Office reserves the right to request additional documentation not listed on this form.

STEP 1: AFFECTED PERSON(S)

Name(s) of person(s) whose income(s) have changed: _____

How is the above person/persons related to you? (Check all that apply)

Self Spouse Father/Step-Father Mother/Step-Mother Other (explain) _____

STEP 2: REASON FOR CHANGE

Please check the reason for your loss of income. Be sure to include the date this event happened. Please submit all required documentation listed by the circumstance you select. **All applicants must submit a copy of their 2023 federal income tax return.**

- Loss of Job
Required: Last paystub for job lost (and paystub for additional jobs held, if any)
Determination of Benefits Rights letter for unemployment benefits
- Decrease in work hours of current position
Required: Last paystub of previous hours
Most recent paystub for all jobs held
- Change of job resulting in reduction of income
Required: Last paycheck previous job
Most recent paystub for all jobs held
- Loss of unemployment benefits
Required: Paystub(s) before and after employment
Determination of Benefits Rights letter for unemployment benefits
- Medical expenses not covered by insurance
Required: Copies of all expense receipts and insurance papers
Proof showing what you paid out-of-pocket (cancelled checks, receipts, etc.)
- Death of family member
Required: Copy of death certificate, obituary notice or memorial program
- Disability of family member
Required: Statement from physician as to nature and condition of disability and date disability began.
- Other: _____
Required: Any appropriate documentation

Date(s) of Change: _____

*****PLEASE COMPLETE THE REVERSE SIDE*****

