

# 2024/2025 SPECIAL CONDITION INFORMATION SHEET

For a student who will file as

## DEPENDENT

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## INDEPENDENT

***Deadline for Submission of form: Fall 2024 - December 1, 2024 Spring 2025 - May 1, 2025***

### Loss of employment

One of the student's parents (or a step-parents) earned money in 2022 but has lost his or her job for at least 12 weeks in 2024.

The student worked full-time (at least 35 hours a week for at least 30 weeks in 2022 but is not working full time now. (Does not apply to student's spouse.) The student's spouse earned money in 2022 but has lost his or her job for at least 12 weeks in 2024.

***Please note: voluntary termination of employment is not a special condition, for example, students who choose to leave full time employment to attend school will not be considered.***

### Loss of earnings due to disability or natural disaster

One of the student's parents earned money in 2022 but has not been able to earn money in his or her usual way for at least 12 weeks in 2024. This must have been because of either a disability or natural disaster that happened in 2024.

The student (or spouse) earned money in 2022 but has not been able to earn money in the usual way for at least 12 weeks in 2024. This must have been because of either a disability or a natural disaster that happened in 2024.

### Loss of untaxed income or benefits

One of the student's parents received unemployment compensation or some untaxed income or benefit in 2022 but has completely lost that income or benefit for at least 12 weeks in 2024.

The student (or spouse) received unemployment compensation or some untaxed income or benefit in 2022 but has completely lost that income or benefit for at least 12 weeks in 2024.

### Separation, divorce, or death

The student has already applied for Federal student aid, but his or her parents have separated, divorced or been widowed since that time.

The student has already applied for Federal student aid, but has separated, divorced or been widowed since that time.

**Completion of this form does not automatically mean that the Financial Aid Office will use your 2024 calendar year income information as opposed to using your 2022 calendar year information. This form and all supporting documents will be reviewed by a Financial Aid staff member and you will be notified in writing of the outcome. Files that are processed as Special Conditions are subject to the discretion of the Financial Aid staff's professional judgement. The process requires us to make the changes to your application information and may require additional information to process. You may experience a delay with the results and we ask for your patience and cooperation in this matter. We are working to provide the student and their family with the best financial aid awards possible.**



# 2024/2025 SPECIAL CONDITIONS APPEAL

(2024/2025) Academic Year

521 Trailblazer Dr ● Nanticoke, Pa 18634-3899 ● PH: 1-800-377-LCCC ● FAX: 570-740-0347 ● EMAIL: fao@luzerne.edu

**Deadline for Submission of form: Fall 2024: December 1, 2024 Spring 2025: May 1, 2025**

<b>STUDENT ID</b>	<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>M</b>
<b>MAILING ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>(ARE CODE) TELEPHONE NO</b>		<b>EMAIL ADDRESS</b>	

If your financial situation has changed since 2022 you may complete this form to request a FAFSA adjustment for the 2024/2025 school year. You may request an adjustment to your income based on your estimated 2024 earnings. The Financial Aid Office can help you determine which scenario will more accurately reflect your ability to pay for college. Professional judgement evaluations are made on a case-by-case basis and do not guarantee eligibility for aid. **Please allow at least 14 business days for your application to be reviewed. Your account must have a file complete date to have your paperwork evaluated.**

**All appeals must include the following documents:**

- A signed and dated statement explaining your situation. If both parent(s) and student have experienced a change, each must submit their own signed statement with this completed form. Please be specific and include pertinent details (e.g. what has changed, why the change occurred, and the dates changes occurred.)
- A copy of 2022 Tax Return for the student/parent(s) /spouse if the Data Retrieval Tool Option on the FAFSA was not used.
- Copies of all 2022 W2s for student/parent(s)/spouse.

Special Circumstance	Dependent	Independent	Additional Required Documents
<b>Reduction or loss of employment or untaxed benefits</b>	Your parent(s) or your annual income is estimated to be less in 2024 than in 2022	You (and your spouse's) income is estimated to be less in 2024 than in 2022	<ul style="list-style-type: none"> <li>• 2022 W2s (student/spouse/parent)</li> <li>• 2022 Tax Return if Data Retrieval Tool on FAFSA was not used</li> <li>• Current paystub/ with Year To Date earnings (include unemployment stub)</li> <li>• Termination letter from employer (if applicable)</li> </ul>
<b>Change of marital status</b> <b>Date of Change:</b> _____	Your parent(s) were married; separated; divorced; or widowed after the FAFSA was filed	You were married; separated; divorced; or widowed after the FAFSA was filed	<p><i>Provide documentation applicable to your situation:</i></p> <ul style="list-style-type: none"> <li>• Copy of Marriage Certificate;</li> <li>• Copy of Divorce Decree</li> <li>• Proof of separate residences</li> <li>• Copy of Death Certificate (if applicable)</li> </ul>
<b>One time payment received</b>	You or your parents received a one-time payment (lump sum) in 2022	You (and your spouse) received a one-time payment (lump sum) in 2022	<ul style="list-style-type: none"> <li>• Write a statement and provided documents detailing loss of one-time payment</li> </ul>

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(2024/2025) Academic Year

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Before an adjustment can be made to your status, you must provide complete information regarding the change in the 2024 financial circumstances for you and/or your spouse (if applicable) and/or your parents (if dependent). Please provide the best possible estimate for the 2024 year from 1/1/2024 to 12/31/2024. During the processing of this appeal, we may request additional documentation from you, your spouse and/or parent(s).

	<u>Student</u>	<u>Spouse</u>	<u>Parent(s)</u>	<u>Total</u>
Wages, Salaries, Tips, Earned Income				
Unemployment Benefits	\$	\$	\$	\$
Business / Farm Income (Loss)	\$	\$	\$	\$
Veteran Non-Educational Benefits	\$	\$	\$	\$
Other Taxable Income (Severance Pay, Alimony, Capital Gains, etc...):				
1. _____	\$	\$	\$	\$

Disability / Worker's Comp	\$	\$	\$	\$
Child Support <i>Received</i>	\$	\$	\$	\$
Other Non Taxable Income:				
1. _____	\$	\$	\$	\$

**Request will be denied if all required documentation is not submitted. Please ensure you have submitted all required documentation with this appeal form.**

**Statement of Certification:** I certify that the information provided on this form is complete and accurate to the best of my knowledge. I understand that submission of false information may result in a delay or denial of federal financial aid and may subject me to criminal charges. I understand that the decision of the Financial Aid Office is final.

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