



## **2023-2024 Financial Aid Special Circumstances Request**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

The purpose of this form is to provide a way for a student to request reconsideration of his or her financial aid application when estimated income will be less than actual 2021 income. The process requires:

1. The student must complete this form, attach all required documentation, and submit to the Financial Aid Office.
2. The results of the request will be emailed to the student email as quickly as possible. The student will be notified on any award revisions.

### **Check One:**

I request that my application for financial aid for 2023-2024 be considered based on estimated 2022 income. **Change of circumstances date:** \_\_\_\_\_

I request that my application for financial aid for 2023-2024 be considered based on estimated 2023 income. **Change of circumstances date:** \_\_\_\_\_

### **Check appropriate reason below:**

1.  Unemployment (must provide all year-to-date income information)
2.  Change in employment
3.  Other List Reason: \_\_\_\_\_

### **Brief explanation of request:**

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All the information on this form is true and complete to the best of my knowledge. If asked, I agree to provide additional information concerning this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature (if dependent student): \_\_\_\_\_

**All correspondence will be via your school email. Please allow 2 weeks for processing.**



**Return to:** Rowan-Cabarrus Community College –Financial Aid Office  
1531 Trinity Church Rd. Concord, NC 28027

**Submit online at:** <https://bit.ly/RCCCFASubmissionLink>

**EMAIL:** [fin.aid@rccc.edu](mailto:fin.aid@rccc.edu)

**FAX:** 704-216-0940

### Required Documentation for Special Circumstances Request

Change in Circumstance	Required Supporting Documentation
<b>Unemployment</b> (Which reduces your family’s anticipated 2023 total income)	<ul style="list-style-type: none"><li>• <b>2022 federal tax return</b></li><li>• <b>Termination/severance notice</b></li><li>• <b>Copy of unemployment benefits (if applicable)</b></li><li>• <b>Copy of year-to-date income information (ex: pay stubs)</b></li></ul>
<b>Change in employment/Significant change in income</b>	<ul style="list-style-type: none"><li>• <b>2022 federal tax return</b></li><li>• <b>Copy of last/recent pay stub</b></li><li>• <b>Letter of explanation from employer (if applicable)</b></li></ul>
<b>Other:</b>	<ul style="list-style-type: none"><li>• <b>Description and documentation of circumstance</b></li></ul>