



## 2024-2025 Special Circumstance Appeal Form

Student Name \_\_\_\_\_ King's Student ID Number \_\_\_\_\_

Parent's Name \_\_\_\_\_

Student Phone Number \_\_\_\_\_ Parent Phone Number \_\_\_\_\_

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The Special Circumstance Appeal Form is for families who have experienced extenuating circumstances that may not be accurately reflected in the information provided on the 2024-2025 Free Application for Federal Student Aid (FAFSA). In order to provide you with financial aid based on your particular situation, we ask that you provide further explanation of your special circumstance on this form.

### Section A:

Please check the box representing your family's situation, as listed below, and provide the requested documents in addition to a detailed statement describing your family's special circumstance. **Incomplete forms or forms submitted without the required documentation will not be processed.**

\_\_\_\_ **Loss or reduction of employment. Please provide:**

- ✓ Termination letter or statement from employer explaining decrease in hours/wages.
- ✓ Most recent (or final) pay stub demonstrating this change along with a previous paystub showing prior income.
- ✓ If applicable, information on severance payments from employer.
- ✓ 2023 Federal Income Tax Return, including all schedules and W-2 Forms.

\_\_\_\_ **Business Losses. Please provide the requested documentation that best reflects your situation:**

- ✓ Last six months of business bank account statements showing reduction of business income.
- ✓ General ledgers showing a reduction in business income.
- ✓ If applicable, quarterly tax filing documents (i.e., Form 941) showing staffing/payroll reduction.

\_\_\_\_ **One-time income (pension payment, inheritance, employer reimbursements). Please provide:**

- ✓ Documentation of distributions and explanation of one-time payout.
- ✓ Receipt(s) showing where one-time payment was spent and/or explanation of why payment is not available for educational expenses.

\_\_\_\_ **Separation or Divorce. (Parent/student was married when FAFSA was filed). Please provide:**

- ✓ Court documentation verifying legal separation or divorce.
- ✓ In the case of separation, please provide a MINIMUM of two (2) utility bills from each parent that clearly shows name and street address. Examples of acceptable utility bills would be cable/internet, electric, gas, garbage, water, and sewer.

\_\_\_\_ **Death of a parent or spouse.**

- ✓ Copy of death certificate.

**Section B:**

Help us understand more about your financial situation by detailing here or attaching additional sheets if necessary:

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**Certifications and Signatures:**

By signing this form, I certify that I understand the following:

- ✓ The decision of the King’s College Office of Financial Aid is final and there is no appeal to the U.S. Department of Education.
- ✓ All the information on this form is true and complete to the best of my knowledge.
- ✓ If requested, I agree to provide further documentation to substantiate my request.
- ✓ All Special Circumstance reviews are conducted on a case-by-case basis and this written request does not guarantee approval and may not ultimately result in additional student financial aid.

_____ Student’s Signature	_____ Date
_____ Parents’ Signature (if student is dependent)	_____ Date

**Return this form to:**  
King’s College  
Office of Financial Aid  
133 N. River St.  
Wilkes-Barre, PA 18711  
Or email to: [finaid@kings.edu](mailto:finaid@kings.edu)

**Financial Aid Office Use Only**

Approved\_\_\_\_\_ Denied\_\_\_\_\_ FAO Signature\_\_\_\_\_ Date\_\_\_\_\_

Original SAI\_\_\_\_\_ TR Number: \_\_\_\_\_ Adjusted SAI\_\_\_\_\_ TR Number\_\_\_\_\_

FAO Comments: