

**REQUEST FOR SPECIAL CIRCUMSTANCES REVIEW**  
**2023-2024**

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Student Name \_\_\_\_\_ SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Parent Name (Dependent Students Only) \_\_\_\_\_  
Email Address \_\_\_\_\_

1. Will your income and/or your spouse's or parents' income be less in 2023 than in 2021?  
\_\_\_ Yes \_\_\_ No
  
2. Please check the item(s) below that pertain to your request for special circumstances.  
\_\_\_\_\_ Unemployment or change in employment  
\_\_\_\_\_ Medical expenses  
\_\_\_\_\_ Divorce/separation  
\_\_\_\_\_ Death of spouse or parent  
\_\_\_\_\_ Other

Please explain your special circumstance in detail, including the date your special circumstances occurred. You may attach additional sheets if necessary.

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Please submit this form with the documentation to support your special circumstances (e.g., pay stubs with untaxed year-to-date earnings, court documents, medical bills, disability claims, death certificates, etc.).

Students reporting a change in income will need to provide documentation of their family's gross year-to-date income for the current calendar year. This can typically be found on the most recent paystub. Students and their spouses (and/or parents of dependent students) who are unemployed must also turn in copies of their most recent unemployment pay statement and a letter of separation from their employer with their last date of employment.

You must make an appointment with the Financial Aid Director to review your documentation. You may schedule the appointment by calling (405) 717-4315 or visiting the Financial Aid Office on the Rockwell Campus. The address is 12777 North Rockwell Avenue, Oklahoma City, OK 73142.

Each person signing below certifies that all the information on this form and the accompany documentation is complete and correct.

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

Parent Signature (Dependent Students Only) \_\_\_\_\_ Date \_\_\_\_\_