

REQUEST FOR SPECIAL CIRCUMSTANCES REVIEW
2019-2020

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 2019 than in 2017?
___ 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.

Please submit this form with the documentation to support your special circumstances. Supporting documentation may include unemployment forms, a letter from your former employer documenting your last date of employment, court documents, medical bills, disability claims, death certificates, etc.

Students (and parents of dependent students) reporting a change in income may need to provide documentation of their gross year-to-date income for the current calendar year. This can typically be found on the most recent paystub.

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 _____