

REQUEST FOR SPECIAL CIRCUMSTANCES REVIEW
2022-2023

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 2022 than in 2020?
___ 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 (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 _____