

NITSÁHÁKEES

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NAVAJO TECHNICAL UNIVERSITY

ESTABLISHED 1979

Special Circumstances Petition

2022-2023

Student Name: _____

Student ID: _____

Student Email: _____

Student Ph#: _____

Special consideration may be available if your current financial situation is not accurately reflected by the 2020 tax information. You must submit a signed detailed letter explaining the situation and required documentation as outlined. All documents must be submitted before the Special Circumstances petition can be reviewed. Please be aware that submitting an appeal does not guarantee an adjustment will be made nor is the document list final.

Please Note:

- Income losses occurring in 2021 – will require a 2020 IRS Tax Transcript and W2's for both student and spouse (if applicable) or parents (if Dependent).
- Income losses occurring in 2022 – will require a 2021 IRS Tax Transcript and W2's for both yourself and your spouse (if applicable) or parents (if Dependent). Any decisions made will be retroactive to prior semesters in the 2022-2023 academic year in which you earned credit. Students graduating Fall 2022 can request an exception to 2022 taxes being required.

Qualifying Circumstances for you and/or your spouse OR parents (if Dependent):

___ Unusual debt (legal fees for divorce, adoption, education loans)

- ✓ Examples of unusual debt: legal fees for divorce, adoption, education loans (cannot consider credit card debt)
- ✓ Type/cause of debt _____ Date debt incurred: ___/___/___
- ✓ Name of debtor: _____ Relationship to students: _____
- ✓ Balance owed on debt: \$_____ Monthly payments: \$_____
- ✓ Begin and end dates of debt payments: ___/___/___ to ___/___/___

___ Unemployed/Dislocated worker (student/spouse OR parents (if Dependent))

- ✓ **Dislocated worker definition:** has been laid off or received a lay-off notice from a job; was self-employed but is now unemployed due to economic conditions or natural disaster; or is displaced homemaker, is unemployed or underemployed, and is having trouble finding or upgrading employment.
- ✓ Statement detailing situation

___ Reduction in Income

- ✓ Reduction of income is defined as a student/spouse OR parent who is **currently employed, but have less income for the current year compared to 2010**. (Examples include: loss of wages due to reduced hours, alimony, unemployment, child support, or other income ended).
- ✓ Date reduction of income began: ___/___/___ Type of Income: _____
- ✓ Provide taxes and W2's for year income loss began.
- ✓ Statement detailing situation

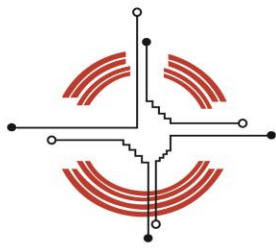
___ Change in marital status after application

- ✓ Date of Change in marital status: ___/___/___
- ✓ Will child support be received by custodial parent? ___ Yes ___ No
- ✓ If yes, date payments will begin: ___/___/___ Amount: \$_____
- ✓ Legal documentation of change in marital status and;
- ✓ Statement detailing situation

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Continued: Special Circumstance Form

__ One-time income (inheritance, moving expense allowance, back-year social security payments, IRA distribution)

- ✓ Source of one-time income payment. Date one-time payment was received: ___/___/___.
- ✓ Future payments from source: \$_____
- ✓ Beginning balance of account, if applicable: \$_____
- ✓ Remaining balance on account, if any \$_____
- ✓ Examples of one-time source of income: inheritance, moving expense allowance, back-year social security payments, IRA distribution income, or other type of one-time income.
- ✓ One-time gambling income **cannot** be considered.
- ✓ Detailed statement

__ Death of Spouse or Parent (if Dependent).

- ✓ Since applying for financial aid, a spouse OR parent has deceased.
 - ✓ Name of Deceased: _____ Date of Death: ___/___/___ Relationship to student: _____
- ✓ Copy of obituary or Certificate of Death and;
- ✓ Detailed Statement

__ Unusually high medical/dental expenses

- ✓ Only the portion of expenses which exceed 11% of total income will be considered as an unusual circumstance.
- ✓ You may only claim medical/dental expense for yourself and household members on your FAFSA.
- ✓ Detailed Statement

__ Elementary/Secondary education or Adult Care Expenses

- ✓ Expenses must have occurred in calendar year 2022
- ✓ Name _____ Relationship: _____
- ✓ Expense must be for dependents included in your family size on your FAFSA for whom tuition/fees were paid for private elementary or secondary education, or adult care expenses.

NOTE: You must be enrolled at least halftime at the time of submission and an appeal must be submitted for each academic year you are seeking consideration for a Special Circumstances Petition.

Student Signature: _____
Date: _____

Spouse/Parent: _____
Date: _____