

# Special Circumstances 2025-2026



\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Washburn ID

Financial Aid Office  
1700 SW College • Topeka, KS 66621  
(785) 670-1151 • (785) 670-1079 fax  
washburn.edu/financial-aid • financialaid@washburn.edu

The Financial Aid Office recognizes that situations occur which may affect a student's eligibility for federal need-based aid. Through the use of professional judgment, we may make adjustments on a case-by-case basis to a student's FAFSA provided supporting documentation substantiates the request. Adequate documentation must be provided to substantiate the request (HEA Sec. 479A (a)).

Deadlines to submit all required documentation without approved exceptions are:

Semester	Deadline
Fall 2025	November 1, 2025
Spring 2026	April 1, 2026

Prior to submitting your requests please consider the following:

- The process could take up to 3 weeks to complete.
- Any documentation requested is necessary and must be submitted for evaluation so that each request may be considered fairly and consistently.
- Your Federal Financial Aid may be placed on hold until the process is completed.

For consideration of your special circumstance, complete the following steps.

1. Check any situation below that may apply and submit the required documentation. Be sure your name and Washburn ID number are on each document you submit.
2. Alternate documentation not listed below may be request based on your circumstances
3. Provide a brief description explaining your special circumstance.

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- Unemployment or change in employment
    - If the change occurred in 2024, submit a signed copy of the 2023 and 2024 federal income tax returns. If the change occurred in 2025 submit a letter from the employer, all 2025 pay stubs with year to date summaries, and a signed copy of the 2023 federal income tax return. Be sure to include any other sources of income in 2025 such as unemployment or business earnings. Please note, you will be asked to project your income for the rest of 2025, if you are unable to do this, there could be a delay until 2025 income and tax information is available.
  - Marital status change
    - Submit a divorce decree/separation agreement if legally separated since you have completed the FAFSA.
    - Submit a marriage certificate if married since you have completed the FAFSA. Submit a signed copy of the 2023 federal income tax return and all W-2's. Documentation of residence at separate addresses may also be requested.
  - Death of student's parent or spouse
    - Submit documentation such as death certificate or obituary. Provide a signed copy of the 2023 federal income tax return, and all W-2's.
  - Loss of benefit (e.g., loss of social security benefits or child support because the Child turned 18.):
    - Submit letter from Social Security Administration, or Form 1099 for 2023, or divorce decree that indicates when child support ends and a signed copy of the 2023 federal income tax return.
  - Received one-time income distribution (e.g., inheritance, moving expense allowance, back year social security payments, or IRA or pension distribution):
    - Provide documentation to identify the source of income and a signed copy of the 2023 federal income tax return.
  - A family incurs medical expenses not covered by insurance.
    - You must submit a signed copy of the 2023 federal income tax return and the explanation of benefits from

your insurance company for all transactions that year. The total amount of unreimbursed medical expenses for the year must be above the income protection allowance amount established by the government.

- Household member enrolled at least 1/2 time in a post-secondary school for the 2025-2026 school year in a program leading to a degree or certificate.
- For other circumstances not mentioned above
  - Submit a signed copy of the 2023 federal income tax return and any relevant documentation.

A brief description explaining your circumstances:

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I certify that the information provided by me is true and complete to the best of my knowledge. I understand that if I receive financial aid based on incorrect information I will have to pay it back. I also understand that if I purposely give false or misleading information, I may be fined, sent to prison, or both.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Printed Name of Parent

\_\_\_\_\_  
Signature of Parent\*  
*Required if parental information is being appealed*

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FOR FAO USE ONLY

Approved    Denied   Notes: