

19-20 Special Circumstances Review Request due to COVID-19

Student's Full Name (Please print) _____

Student's NET ID _____

Your parents indicated that the family income for the 2020 calendar year will be substantially less than the amount in 2017 (as reported on the FAFSA) due to COVID-19. So that we may consider using your parents' estimated income to determine your financial aid eligibility, we need documentation as to why and when the family's income decreased. **See back of this form for an explanation of Creighton's special circumstances policy and required documentation.**

Parents' loss of employment or reduction in work hours/pay for at least six continuous weeks due to COVID-19 _____

To the best of your ability, indicate below the income actually earned to date this year (2020) and estimate income going forward through calendar year 2020. Please complete each line below and **attach documentation** for entries. This could be in the form of pay stubs, information from your employer, copy of a court order, unemployment benefits or a letter from a social service agency, etc. Also provide signed and dated copies of 2017 Federal Tax Return and W-2 form(s) if you have not already done so.

Parent 1 ↓
 Parent 2 ↓

Income Received from: ↻	Actual To-Date \$\$	Estimated for remaining Calendar Yr \$\$		Actual To-Date \$\$	Estimated for remaining Calendar Yr \$\$	Year total (Actual-to-date plus estimated) \$\$
Earnings from Work						
Interest/ Div Income						
Business Income						
Farm Income						
Unemployment Benefits						
Soc Sec Benefits (taxable)						
Housing allowance military/clergy						
Alimony received						
Pensions / IRA						
Capital Gains						
Rental / Royalty						
Other Untaxed Inc. i.e.: Child Support						
Other (please explain)						

Grand Total: \$\$

I agree to provide Creighton University's Financial Aid Office with all documentation, as requested, to verify the information shown above. I understand that not providing this information will delay and/or suspend a final decision by the Financial Aid Office. All decisions made by the Financial Aid Office personnel are final with no additional option for appeal.

With my signature below, I certify that the information provided on this form and any supporting forms is true and correct to the best of my knowledge.

Parent Signature

Date signed

Student Signature

Date signed

over

Special Circumstances Requests/Reviews Policy due to COVID-19

Creighton University, as allowed by law, considers life changes that occur after the completion of the FAFSA. Special circumstances are reviewed on a case-by-case basis, and the university is limited regarding the adjustments that can be made. The Financial Aid Office must have the results of a valid FAFSA prior to any review. If requested documentation is not attached or items are missing, the form may not be processed. As such, if clarification of your situation is necessary, we may request additional information or documentation beyond the requested items below. In most cases, Special Circumstances Requests/Reviews will not be processed until parents have completed their 2017 federal taxes and are able to obtain their 2017 federal tax return.

- * If you estimate that your 2020 income will be less than your 2017 income reported on the FAFSA due to COVID-19:
 - loss of employment or reduction in work hours/pay for at least six continuous weeks.

then please provide the following:

- A separate page explaining the reduction/difference in income.
- A completed Estimated Yearly Income Form (to print the form go to www.creighton.edu/financialaid, click on Commonly Used Forms).
- Applicable third-party documentation supporting the claim (such as copy of final paystub, copy of letter from employer, copy of benefits package, unemployment information, separation agreement, etc.).
- A copy of your 2017 federal tax return
- Copies of all 2017 W-2s
- Copy of the 19/20 Creighton Verification Worksheet (go to www.creighton.edu/financialaid, click on Commonly Used Forms).
- Documentation of 2020 year to date income (copies of most recent pay stub) and unemployment benefits

Please Note: We cannot accept documentation containing Personally Identifiable Information via email.

Please submit this documentation via U.S. Mail, Fax: 402-280-2895 or JayDrop: <https://jaydrop.creighton.edu/filedrop/FinancialAid>