

### Enrollment Management

Office of Financial Aid

Student Name \_\_\_\_\_ NET ID \_\_\_\_\_

You indicated that you and/or your family have had a change in circumstances which may affect your ability to pay your educational expenses. Please complete this form to document your circumstances. **See back of this form for an explanation of Creighton's special circumstances policy and required documentation.**

**Check all that apply with the date it became effective** and use the space below to explain in detail).

- ☐ Loss of employment: \_\_\_\_\_ ☐ Reduction in hours/pay: \_\_\_\_\_ ☐ Separation / Divorce: \_\_\_\_\_
- ☐ Loss of untaxed benefits: \_\_\_\_\_ ☐ Other reason: \_\_\_\_\_
- ☐ Tuition for sibling in K-12 private school (documentation from school indicating 22-23 out of pocket charges required): \$ \_\_\_\_\_

To the best of your ability, indicate below the actual income earned to date this year (2022) and estimate income going forward through calendar year 2022. 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 or a letter from a social service agency, etc. Also provide signed and dated copies of 2020 and 2021 federal tax return transcripts **OR** 2020 and 2021 federal tax returns including applicable schedules **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 Year |  | Actual To-Date | Estimated for remaining Calendar Year | 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 documents is true and correct to the best of my knowledge.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

## Special Circumstances Requests/Reviews Policy

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 2020 federal taxes and are able to obtain their 2020 federal tax return transcript or 2020 federal tax return and applicable schedules.

If you estimate that your 2021 and/or 2022 income will be less than your 2020 income reported on the FAFSA due to:

- loss of employment
- separation/divorce or death of a parent
- reduction in work hours/pay, (not including overtime or bonuses)
- loss of income/benefits, etc.
- inflated income due to withdrawal of funds to pay for education

Then please provide the following:

- A separate page explaining the reduction/difference in income.
- Completed Estimated Yearly Income Form (above)
- 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 signed copy of your 2020 and 2021 IRS Tax Return Transcripts **OR** 2020 and 2021 US Income Tax Returns including applicable schedules.
- Copies of all 2020 and 2021 W-2s
- 22/23 Creighton Verification Worksheet (go to [www.creighton.edu/financialaid](http://www.creighton.edu/financialaid), click on Commonly Used Forms).

**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>**

- \* If you have younger children who are attending private elementary, middle/junior high, or high school and you are paying tuition for them, you may provide us with the amount you are paying **out-of-pocket** for the 2022-23 academic year on the Creighton Verification Worksheet. Please do not include tuition you are paying for children attending college as that information is reflected on the FAFSA in the household size and number in college section. A paid statement, invoice, or contract should be submitted with the name of the school, student's name, and amount.
- \* If you would like to report high out-of-pocket medical expenses (not including premiums or deductibles), please provide a letter of explanation as well as a signed copy of the 2020 and 2021 federal taxes, including the applicable schedules. If you do not itemize your deductions, please provide the information regarding your out-of-pocket medical expenses in a spreadsheet or other detailed format along with any documentation you feel is applicable.

Please note that we will not consider:

- *a reduction in overtime pay, commission, bonuses, or one-time winnings.*
- *projected/estimated income from those who are self-employed (due to lack of official income documents that are able to be provided such as paystubs).*
- *Insurance Premiums or deductibles*