

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.

Required Documentation for ALL Requests

- Explanation of Special Circumstances (use space provided below, attach additional page if necessary)
- 2023-2024 Verification Worksheet
- Signed copy of 2021 Federal Tax Return, including schedules and W2s
- Signed copy of 2022 Federal Tax Return, including schedules and W2s

Check the circumstance that applies

- Loss/change in employment:
 - Copy of the most recent/last pay stub or statement of earnings for 2022 or a tax transcript for 2022 if you have already filed
 - Documentation of any other income received in 2022 or 2023 such as unemployment, etc.
- Separation / Divorce:
 - Documentation of separation (attorney's letter or documentation of separate residences).
 - Court documentation for divorce.
- Loss of untaxed benefits:
- Tuition for sibling in K-12 private school \$
 - Documentation from school indicating 23-24 out of pocket charges
- Other reason (explain below):

Use the space below to explain circumstance in detail (attach additional page if necessary)

Student Signature

Date

Parent 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 2021 federal taxes and are able to obtain their 2021 federal tax return transcript or 2021 federal tax return and applicable schedules.

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