

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 submit this form and all required materials at <https://jaydrop.creighton.edu/filedrop/financialaid>.

Required Documentation for ALL Requests

- Explanation of Special Circumstances (use space below, attach additional page if needed).
- Signed copy of 2022 Federal Tax Return, including all schedules and W2s.
- Signed copy of 2023 Federal Tax Return, including all schedules and W2s.

Check the circumstances that apply

- Loss/change in employment:
 - Copy of the most recent/last pay stub or statement of earnings for 2023 or a tax transcript for 2023 if you have already filed.
 - Documentation of any other income received in 2023 or 2024 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 24-25 out of pocket charges.
 - No Federal Tax Returns required
- Other reason (explain below):

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

Family Information

List your family members in the chart on the back of this page:

Family Size - Includes the following:

- *The student*
- *The student's parents, even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.*
- *The student's sibling(s), if the following are true:*
 - *They live with the student's parents (or live apart because of college enrollment),*
 - *They receive more than half of their support from the student's parents, and*
 - *They will continue to receive more than half their support from the student's parents during the award year.*
- *Other persons, if the following are true:*
 - *They live with the student's parents,*
 - *They receive more than half of their support from the student's parents, and*
 - *They will continue to receive more than half their support from the student's parents during the award year.*

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S tax return at the time of completing the 2024-2025 FAFSA. As a result, the parent should not include any unborn children in the family size. If more space is needed, provide a separate page with the student's name and ID number at the top.

Family Member Full Name	Age	Relationship to Student
1.		Self
2.		
3.		
4.		
5.		
6.		

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 2022 federal taxes and are able to obtain their 2022 federal tax return transcript or 2022 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.

Student Signature

Date

Parent Signature

Date