

2023-24 Special Circumstances Request Form



Student Information (please print)

Last name, First name, MI	
Empower ID	
Street Address	
City, State, Zip Code	
Phone Number	
Date of Birth	

In certain circumstances, Mercy College's Financial Aid Office may use professional judgment, on a case-by-case basis, to adjust the information on your FAFSA so that it better reflects your current situation. Please note – not all adjustments result in additional aid eligibility.

Steps to request review:

1. Complete the 2023-2024 FAFSA (www.studentaid.gov/fafsa) and use the IRS Data Retrieval Tool
2. Complete special circumstances request form
3. Complete verification process if selected by the Department of Education
4. Submit form along with all supporting documentation to the financial aid office

Timeline:

No action will be taken on this request until we have received all required documentation. Please allow 2 to 4 weeks to complete processing of your request. You will then receive a new Student Aid Report (SAR) within 3 weeks if your request has been granted.

Statement of Understanding:

I am submitting a complete and accurate appeal including all required documents and documentation. I understand that if my appeal is incomplete, it cannot be accepted and/or processed. I understand that that any decision by Mercy College of Ohio is final and not appealable to the Department of Education.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Please return to:

**Mercy College of Ohio
Financial Aid Office
2221 Madison Ave
Toledo, OH 43604
419-251-1219
Fax: 419-251-0969**

Financial Aid Office

Phone: 419-251-1219

FAX: 419-251-0969

2221 Madison Avenue, Toledo, Ohio 43604

📞 1.888.80.MERCY 🌐 mercycollege.edu

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Indicate below reason for appeal request:

___ Unemployment

- Please provide documentation of unemployment status.
- Please provide documentation of the amount of unemployment benefits received.
- Signed copy of 2021 1040 tax return(s).
- Copy of 2021 W-2's (and your parents' or spouses', if applicable).

___ Marital Status Change

- Proof of separation or divorce.
- Signed copy of 2021 1040 tax return(s).
- Copy of 2021 W-2's (parents' or spouses' if applicable).

___ Private school tuition paid (if tuition paid is over 10% of your adjusted gross income)

- Please submit proof of payment from any private school where you paid tuition last year.
- Signed copy of 2021 1040 tax return(s).
- Copy of 2021 W-2's (and your parents' or spouses', if applicable).

___ Lump Sum or one-time payment(s)

- Please provide documentation of Roll Over or conversion.
- Written letter on how the money was used if not rolled over.
- Signed copy of 2021 1040 tax return(s).
- Copy of 2021 W-2's (and your parents' or spouses', if applicable).

___ High Medical expenses (if you paid over 11% of your adjusted gross income)

- Please provide proof of your payments that does not include what was paid by your insurance, only out of pocket expenses are considered.
- Copy of your 2021 Schedule A
- Signed copy of 2021 1040 tax return(s).
- Copy of 2021 W-2's (and your parents' or spouses', if applicable).

___ Cost of Attendance Adjustment (COA)

- Dependent Care expenses – please provide proof of cost and payment
- Disability-related expenses – please provide proof of cost and payment
- Cooperative Education Costs – applies to only students enrolled in the PA program's HRSA Rural Health track

___ Other

- Please describe in writing and provide supporting documentation.