

2026-27 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 2026-2027 FAFSA (www.studentaid.gov/fafsa)
2. Complete this 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 any decision by Mercy College of Ohio is final and not appealable to the Department of Education.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

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Reason for Request: Please check the items below that are contributing to your special circumstance. Documentation is required to complete the review.

Unemployment/Loss of Job: Provide written statement regarding unemployment status confirming voluntary or involuntary separation, include any lump sum payouts; documentation of unemployment benefits received, and a copy of your 2024 Tax Return Transcript (www.irs.gov)

Change in Marital Status: Provide proof of separation or divorce, a copy of your 2024 W2s, your 2024 tax return transcript, and a copy of your parent or spouse if applicable, W2s and 2024 tax return transcripts.

Private School Tuition Paid: Consideration is given if tuition paid is over 10% of your adjusted gross income. Provide proof of payment from any private school where you paid tuition last year and a copy of your 2024 Tax Return Transcript (www.irs.gov)

Lump sum or one-time payment(s): Provide documentation of roll-over or conversion; a written statement indicating how funds were spent if not rolled over; a copy of your, or parents' if applicable; and a copy of 2024 Tax Return Transcripts (www.irs.gov) for all applicable FAFSA contributors.

High Medical Expenses: Consideration given if you paid over 11% of your adjusted gross income. Please provide proof of your payments that do not include what was paid by your insurance as only out-of-pocket expenses considered; and a 2024 Tax Return Transcript (www.irs.gov) along with your Schedule A.

Cost of Attendance Adjustment (COA): Please indicate COA budget component, requested adjustment amount, and documentation to support the request.

- Dependent Care Expenses
- Disability-related Expenses
- Other, please specify: _____