RIDGEWATER COLLEGE

2026-27 REQUEST FOR SPECIAL OR UNUSUAL CIRCUMSTANCES

Name: _____ Student ID: _____ Date: _____

Address: _____ Phone: ( ) _____

I am requesting the Financial Aid Office to consider the following **Special Circumstances**:

Please check the situation(s) that apply to you and provide the documentation required.

_____**FAMILY INCOME CHANGES**: If your income has dropped substantially from the FAFSA base year- 2024, projected income may be used when processing your financial aid application. Along with a written explanation, please provide the following documentation:

- The Estimated Income Worksheet, on the back of this sheet
- Income of calendar year 2026 to date with copies of most current paystubs and projected income for remainder of calendar year. Please submit after 7/1/26 for these 2 items.
- A **SIGNED** copy of your (and your parent's or spouses, if applicable) 2024 and 2025 Federal 1040 Tax Forms, pages 1 & 2, and Schedules 1, 2 & 3 (if applicable), and all w2's.
- Last date of employment (if unemployed), unemployment benefits received and/or date of pay rate change (for reduction of income)

_____**OTHER SPECIAL CIRCUMSTANCES**: Please provide a written statement and supporting documentation for consideration of your circumstances. Examples include but are not limited to:

- Out of pocket medical/dental expenses, not covered by insurance, which have been paid (include copies of receipts)
- Separation or divorce after filing the taxes that are used in the FAFSA application. (Please submit your **SIGNED** Tax Returns, W2s, and/or schedules 1, 2 & 3 (if applicable) for the last two tax years.)
- Death of a spouse or parent after filing the FAFSA
- Please explain what your Other Special Circumstances are:

_____

_____

_____

_____I am requesting the Financial Aid Office to consider the following **Unusual Circumstance**:

If you can document a continued relationship with your parent(s) is physically and/or emotionally detrimental OR your parent(s) permanently reside in a country that is not accessible by normal means of communication. Please provide the following:

- A written statement detailing the unusual circumstances regarding your relationship with both biological and/or legally adoptive parents. Include specific dates of events that caused your separation from your parents, where you have lived since separating from your parents and your sources of income.
- A signed copy of your 2025 Federal 1040 Tax Forms, pages 1 & 2, and Schedules 1, 2 & 3 (if you have them), and all w2's.
- A written statement from three individuals (i.e., school administrator, employer, Minister, social worker, counselor) who have firsthand knowledge of your situation.

OFFICE USE ONLY

_____ Approved _____ Denied Secondary Review by: _____ Date _____

Comments: _____

_____

Financial Aid Official Signature: _____ Date: _____

RIDGEWATER COLLEGE

NOTE: THIS SIDE ONLY NEEDS TO BE COMPLETED IF YOUR SPECIAL CIRCUMSTANCE IS BECAUSE OF FAMILY INCOME CHANGES.

2026 ESTIMATED INCOME WORKSHEET

Please complete this form if your income and/or your spouse's (or parent's) income will be substantially less in 2026 than in 2024 and you are submitting the Request for Special Circumstances along with the supporting documentation and letters of explanation.

Check the reason(s) for the change in your income situation:

_____ Unemployment or change in employment	_____Loss in income	_____Death of spouse
_____ Disability of student/spouse	_____Divorce/Separation	_____Death of a parent
_____ Disability of a parent	_____Other (explain)	

Please explain the condition/reasons related to the income changes for 2026.

_____
_____
_____
_____
_____
_____
_____

Directions: **Please provide the following information. If none, enter zero or N/A for each item. If you had anyone- time income (i.e., Inheritance, IRS or pension distribution) during 2024, list on a separate sheet the amount and source, and how it was spent or invested.**

2026 Estimated income from **Work:** Information MUST include income from January – June 2026

	1/1/26 to present (**ATTACH** last paystub with Y-T-D information)	the present to 12/31/26 (Estimate)	2026 taxable total
Student	$_____	+$_____	=$_____
Spouse	$_____	+$_____	=$_____
Father	$_____	+$_____	=$_____
Mother	$_____	+$_____	=$_____

2026 Estimated Income from **Unemployment Compensation:**

	1/1/26 to present	the present to 12/31/26	2026 total
Student	$_____	+$_____	=$_____
Spouse	$_____	+$_____	=$_____
Father	$_____	+$_____	=$_____
Mother	$_____	+$_____	=$_____

2026 Estimated income from ***all other sources*** both taxed and untaxed – list the source: January – June 2026

	Source	Total
Student	_____	$_____
Spouse	_____	$_____
Father	_____	$_____
Mother	_____	$_____

I certify that the above information is true and complete to the best of my knowledge.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

(If using projected parent income)