Huntsville Bible College
2022-23 Financial Aid Special Circumstances Form
Covid-19

At Huntsville Bible College we recognize that each family’s financial circumstances are unique. Your family’s specific situation may have recently changed and affected your ability to pay for college. We are happy to consider these new circumstances and invite you to share this information with us.

Please complete the following for a formal review of your student’s financial information.

Student’s Information
Name ___________________________________________ Birth Date ______________________

City, State ___________________________________________ Phone Number ______________________

Student Email Address ________________________________

Parent Name(s) ________________________________________________________________________________

Parent (s) Email Address _________________________________________________________________________

Person completing this request: □ Student □ Parent

Reason for Request: Check all boxes that apply to your situation and submit the recommended supporting documents. If you are providing us with multiple supporting documents, please be sure to submit them all together.

Please check: Special Circumstance: Recommended Supporting Documents:
□ Loss of employment due to COVID-19 Pandemic
□ Loss of employment due to other reason(s)

□ Significant changes in income due to COVID-19 Pandemic
□ Significant changes in income due to other reason(s)

□ One–time income

□ Medical expenses (not previously reported)

□ Extended Family Support

• Copy of last/most recent paystub with YTD earnings
• Termination/separation notice from the employer
• Severance statement (if applicable)
• Estimated income for the remainder of the current year
• Detailed explanation. Submit tax return
• Clarification (i.e. IRA distribution, sale of property, inheritance, 1099 form, etc.).
• Detailed explanation of how income was used
• Explanation of situation and estimate of out of pocket medical expenses paid
• Estimate of future out of pocket medical expenses
• Explanation including name and relationship of person(s) and documentation of financial support for family members living outside of the family household.

If you have any questions, please contact Student Financial Services.

Huntsville Bible College, 906 Oakwood Ave. NW, Huntsville, AL 35811
(256)-469-7536, Fax: (256) 469-7549, Email: finaid@hbc1.edu, Website: www.hbc1.edu
Huntsville Bible College

Step 2: Explanation of Special Circumstances

– Provide a detailed explanation of the reason for your request. Attach additional page(s), if necessary.

Step 3: Signature

I certify that the information provided on this Financial Aid Special Circumstances Form is accurate and complete as of the signature date. I understand that this request does not guarantee a change(s) to the financial aid award and does not release me from payment of any balance due on the student’s account.

Signature of person completing request:

_________________________________  ________________________

Requests are typically reviewed within two weeks of receipt. If additional information is requested, additional review time will be needed. Our response to your review will be sent to the email address of the person completing this request.

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