

HUNTSVILLE BIBLE COLLEGE

Student Financial Aid

Special Circumstances 2024-2025

Student Last Name

First Name

M.I.

Student's Phone Number

Social Security Number

Student Financial Aid at Huntsville Bible College recognizes the formula used to calculate your Student Aid Index (SAI) may not accurately reflect special circumstances for individual students and/or families.

If you have extenuating and/or unusual circumstances (see list on page 2) that affect the income or data reported on your 2024-2025 FAFSA, please submit this Special Circumstances form and include the required documentation of your special circumstance as listed. A review of your situation does not guarantee an adjustment in your financial aid eligibility. Failure to submit appropriate documents in a timely manner will delay the processing of your federal financial aid. Include the last 4 digits of your SSN and DOB on all documents. Allow 5 - 7 business days to process this request. Processing time may be substantially longer than usual during peak processing times.

The documentation listed on page 2 must be submitted with each request. You must submit ALL documentation listed for the specific circumstance you are requesting. Additional documentation not listed may also be required.

Step 1: Certification

To the best of my knowledge, the information in this request is true. I understand that misrepresentation of facts in connection with this request may result in the cancellation and repayment of federal financial aid.

Student Signature

Step 2: Please identify the special circumstance(s) from the list below and check the applicable box(es) for the person(s) affected. **Additional documents may be requested.**

Special Circumstance	Explanation	Person(s) Affected	Required Documentation
Employment Change	Student/spouse had a significant loss of income in 2023, 2024 and/or 2025 due to a period of unemployment, a change of job or going from full-time to part-time employment. <i>*Loss of employment or substantial reduction in income from work must have lasted at least 6 weeks.</i>	<input type="checkbox"/> Student <input type="checkbox"/> Spouse	<ul style="list-style-type: none"> • 2023 <u>signed</u> IRS Tax Return (1040 Form and Schedules 1, 2, and 3 if applicable), W2s and/or 1099s • Unemployment payment record • Letter from employer(s) on letterhead, certifying the last date of employment or reduction of work hours or pay rate • Most recent paystubs • Personal letter of explanation
Income Loss	Student/spouse earned income in 2022 but have not been able to earn income in 2023, 2024 and/or 2025 because of a disability or natural disaster that occurred in 2023 or 2024.	<input type="checkbox"/> Student <input type="checkbox"/> Spouse	<ul style="list-style-type: none"> • 2023 <u>signed</u> IRS Tax Return (1040 Form and Schedules 1, 2, and 3 if applicable), W2s and/or 1099s • Statement from agency with effective dates of benefits • Most recent paystubs • Personal letter of explanation
Asset/Benefit Loss	Student/spouse received unemployment compensation and/or untaxed benefits in 2022 or 2023, but have completely lost the benefit in 2023, 2024 and/or 2025. <i>*The asset or benefit must be from a public or private agency, from a company or from an authorized individual due to a court order.</i>	<input type="checkbox"/> Student <input type="checkbox"/> Spouse	<ul style="list-style-type: none"> • 2023 <u>signed</u> IRS Tax Return (1040 Form and Schedules 1, 2, and 3 if applicable), W2s and/or 1099s • Statement from agency with effective date(s) of loss/cancellation of benefits • Personal letter of explanation
Divorce/Separation	Student separated or divorced after filing a FAFSA.	<input type="checkbox"/> Student	<ul style="list-style-type: none"> • 2023 <u>signed</u> IRS Tax Return (1040 Form and Schedules 1, 2, and 3 if applicable), W2s and/or 1099s • Copy of divorce decree if not legally separated and proof of different addresses (utility bill, lease indicating period of separation) • Child support received or paid • Personal letter of explanation
Death	Death of spouse after filing a FAFSA.	<input type="checkbox"/> Spouse	<ul style="list-style-type: none"> • 2023 <u>signed</u> IRS Tax Return (1040 Form and Schedules 1, 2, and 3 if applicable), W2s and/or 1099s • Copy of death certificate • Social Security Benefits (if applicable) • Most recent paystubs • Personal letter of explanation