JALC

John A. Logan College
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2025-2026 Student
Special Circumstance Form

Federal Student Aid Regulations provide the potential for re-evaluation if your financial circumstances change. The 2023 income information that you reported on your financial aid application may not be an accurate indicator of your ability to pay for educational costs. Bring this form along with the **required supporting documentation** to the appointment. Submission of this form does not guarantee a change in your financial aid eligibility. Each case will be evaluated on an individual basis. *Note: Only one Special Circumstance Form will be accepted for an academic year.*

Step 1 – Student Information

Name _____ Date _____
　　　　Last　　　　　　　　*First*　　　　　　*M.I.*

Permanent Address _____
　　　　Street (include apartment number)　　*City*　　*State*　　　　*Zip Code*

Student ID# _____ Phone (____) _____
　　　　　　　　　　　　　　　　　　　　　　　Area Code

Step 2 – Reason for Filing a Special Circumstance Form

Check (✓) the circumstance that best applies to your situation. Required documentation to support your circumstance **must be attached**.

☐ A. You (or your spouse) earned money in 2023, but have lost a full-time job for at least ten (10) weeks and are still unemployed.

　　Required Documentation:
　　1. Statement of **all** previous employer(s) you (or your spouse) worked for in 2024 indicating date you (or your spouse) ceased employment;
　　2. Copy of your 2024 federal IRS 1040 tax transcript.
　　3. Copy of your (and your spouse's) 2024 W-2s.
　　4. A current statement of unemployment benefits received.

☐ B. You (or your spouse) earned money in 2023, but have changed employment and earned substantially less money in 2024.

　　Required Documentation:
　　1. Statement of **all** employers you (or your spouse) worked for in 2024 and dates of employment.
　　2. Copy of your 2024 federal IRS 1040 tax transcript.
　　3. Copy of your (and your spouse's) 2024 W-2 form(s).

☐ C. You (or your spouse) received unemployment compensation, or some other taxed or untaxed income or benefit for at least ten (10) weeks in 2023, but have completely lost that income or benefit.

　　Required Documentation:
　　1. Statement of termination from the source of income. *Include* dates you received the income. NOTE: Income and benefits include: Social Security, court-ordered child support, retirement or disability benefits; and
　　2. A statement from the source of the income indicating the dates, and the amount you (or spouse) received in 2024.
　　3. A copy of your 2024 Federal IRS Tax Return transcript.

☐ D. You (or your spouse) received a one-time income in 2023, such as Social Security payment, IRA, or pension distribution.

Required Documentation:
1. Copy of your 2024 federal IRS 1040 tax transcript.
2. Statement from source of one-time income indicating amount; and
3. Statement from you (or your spouse) indicating the disposition of the funds.

☐ E. You paid out (not owed) a large amount of medical and/or dental expenses in 2023 that exceeded 10% of your total income for 2023.

　　Total medical and dental expenses paid in 2023 $_____

　　Required Documentation:
　　1. Copy of your 2023 federal IRS income tax transcript Schedule A: *or*
　　2. Copies of medical and dental payments not covered by insurance that you have already paid. Provide proof of amount insurance paid.

☐ F. Since you applied for financial aid for 2025-2026, you and your spouse have separated or divorced.

　　Required Documentation:
　　1. Copy of your 2023 federal IRS 1040 tax transcript;
　　2. Copy of your 2023 W-2 form(s); and
　　　if you are separated, attach a copy of your separation papers, or if you are now divorced, attach a copy of the divorce decree.

☐ G. Since you applied for financial aid for 2025-2026, a supporting spouse has died.

　　Required Documentation:
　　1. Copy of your spouse's death certificate;
　　2. Copy of your 2023 federal IRS 1040 tax transcript; and
　　3. Copy of your 2023 W-2s.

Step 3 – **Please provide documents requested. ATTACH a letter of explanation with starting and ending dates of all jobs and/or benefits for 2024, if you checked item A, B, C, or D. Please provide supporting documentation which may include copies of court documents, W2 forms, year-to-date income statements from employer(s), income tax returns, unemployment benefit amount verification, public aid benefit amount verification, and other information as appropriate.**

Print Student Name: _____   **Student ID Number:** _____

Step 4 – Household Information:

Name	Relationship to Student	Age
1.		
2.		
3.		
4.		
5.		
6.		

Step 5 — Read, Sign, and Return to the John A. Logan College Financial Aid Office

Certification: All of the above information on this form and the attached documentation is true and complete to the best of my knowledge. If asked by the financial aid office, I agree to provide additional supporting documentation of the information I have given on this form. The special circumstance will not be reviewed if I do not provide the additional documentation.

Student signature _____

Date completed _____

Is your required documentation attached?   ☐   Yes ☐   No

For Office Use Only

Prior year Special Circumstance: Yes _____   No _____   ☐ Special Circumstance Approved ☐   Special Circumstance Denied
☐   Approved ☐   Denied Date _____
Staff Signature _____