

Unusual and Special Circumstances 2024-2025 Academic Year

The Free Application for Federal Student Aid (FAFSA) form advises you to contact the financial aid administrator at your school if you have special circumstances not covered on the application that would affect your eligibility for student financial aid. Before the Financial Aid Office can review the information on this form, you must have previously filed a 2024-2025 FAFSA.

The information provided on your original application may not be updated if your income reduction is not significant or appears inconsistent. Likewise, expenses for consumer goods and lifestyle choices may not be supported with additional financial aid resources.

Section A: Student Information

Student Name

Student ID Number (EMPLID)

Student Email

Phone Number

Section B: Please Complete the Information Below

****The Financial Aid Office reserves the right to request additional information, if needed**

1. Date of Loss ____/____/____

Loss of income for parent or independent student (spouse, if applicable) from work due to layoff, closing of business, or termination.

Required Documentation

- Letter from former employer(s) effective dates and severance, vacation, personal and sick leave pay out.
- Copy of final pay stub from previous employer(s).
- Letter from unemployment office documenting effective dates and benefits received.
- Two (2) current pay stubs (if presently employed).
- W2 forms for student and/or spouse, and for parent(s) if dependent
- Documentation of any other income received during the calendar year.

Death of a spouse (Independent) or parent (Dependent) has occurred after your FAFSA was filed.

Required Documentation

- Copy of death certificate.

Loss of Social Security benefits.

Required Documentation

- Letter from Social Security Administration stating start/end dates and benefit amount.

Loss of child support.

Required Documentation

- Letter or court document stating start/end dates and child support amount

Loss of unemployment compensation.

Required Documentation

- Letter from unemployment office stating start/end dates and benefit amount.

Loss of Worker's Compensation benefits.

Required Documentation

- Letter from Bureau of Worker's Compensation stating start/end dates and benefit amount.

Dependency Override.

Required Documentation

- Documentation student is independent from parents (dependent on student's situation).
- Copy of lease / mortgage (in student's name).
- Copy of Auto insurance (in student's name).
- Proof of health insurance (in student's name).
- Copy of phone bill (in student's name).

FINANCIAL AID
3506 Wards Road
Lynchburg, VA 24502-2498



434-832-7814
centralvirginia.edu

2. Please explain in detail the reason(s) for your special circumstances request and the details of your income reduction. You may provide additional pages, if necessary.

3. Verification: As a result of submitting this appeal, you may be required to submit additional information to verify your current FAFSA information. If requested, your "To Do List" will be updated on your myCVCC, SIS, Student Center with your verification requirements. All Verification documents must be received and processed by the Financial Aid Office before consideration for additional aid eligibility will occur and your appeal request completed.

4. Certification Statement: I (we) certify that the information provided on this form is complete and accurate to the best of my (our) knowledge. If I provide false or misleading information, I understand that I may be fined, sent to prison, or both. I have read and understand the instructions provided on this form.

DO NOT TYPE SIGNATURE – MUST BE SIGNED

Student Signature

Date

Parent Signature (Dependent Students only)

Date