



FERRUM  
COLLEGE

# OFFICE OF FINANCIAL AID

## 2022-2023 Special Circumstances Instructions

These instructions are designed to assist parents and students in disclosing extenuating financial circumstances that cannot be reported on the Free Application for Federal Student Aid (FAFSA).

Special Circumstances include: Parent or Student Loss of Employment, Death of Parent, Parent's Divorce or Separation, Loss of Benefits or any other change in income from the previous tax year. These are situations that would impact the tax data listed on the FAFSA application.

**If you have a special circumstance as listed above, please send the following information to the Financial Aid Office. Incomplete information will delay review of your special**

If the circumstances impact the 2021 or 2022 calendar year, please provide the following documentation:

- a. Detailed signed statement from parent and/or student detailing changes in income. Please designate the month/day/year that the change occurred.
- b. Signed Federal Income Tax Return(s) of the Parent(s) or Student/Spouse, if married for both 2021 and 2022 (if filed).
- c. W2 forms for Parent(s) or Student/Spouse, if married for both 2021 and 2022 (if filed).
- d. Last paycheck stub(s) for Parent(s) or Student/Spouse, if married
- e. Any additional documentation regarding worker's compensation, unemployment, severance pay, child support etc. that was received or lost.

Documents should be mailed or faxed:

Financial Aid Office  
PO Box 1000  
Ferrum, VA 24088  
(540) 365-4266 (Fax)

Emailed documents MUST be encrypted and password protected with the password sent in a separate email.