

2024-2025 Request for Special Consideration

This form must be completed in **blue or black ink** and returned to the Arkansas Tech Financial Aid Office

Brown Hall, Suite 206 • 105 West O Street • Russellville, AR 72801 • 479.968.0399 • 479.964.0857 (fax) • fa.review@atu.edu or rralph1@atu.edu

Note: All notifications of missing information, awards, and general information from the Financial Aid Office will be e-mailed to your OneTech account.

The Free Application for Federal Student Aid (FAFSA) is based on prior-prior-year tax information (tax information from two years prior). The U.S. Department of Education regulates the process of collecting prior- prior year income and uses a formula based on the FAFSA information provided to determine a student's Expected Family Contribution (EFC). The EFC is used to determine the amount of federal aid (grants, loans, work-study) a student may be eligible to receive.

However, we recognize that the Free Application for Student Aid (FAFSA) information may not always accurately portray your current financial situation. If your financial situation has changed due to circumstances beyond your control, you may request a special consideration review of your financial aid eligibility based on those circumstances.

For example, during the 2024-2025 aid year, this process may allow the use of your 2023 federal taxes or July 1, 2023 June 30, 2024 income instead of the 2022 federal tax information.

Examples that may be considered for review include the following:

- Loss of employment/income
- Divorce or separation (parents or student and for at least six weeks)
- Reduction or end of child support payments received
- Death of a parent or spouse

Examples of circumstances that will **NOT** be considered for review include the following:

- One-time payment received (such as, but not limited to, lottery/gambling winnings, inheritance, withdrawals from pension, sale of property)
- Bankruptcy

A FAFSA is required before requesting special consideration. Be advised that once a special consideration review has begun, the student will be selected for verification. The verification process will require additional documents, such as prior-prior year tax return (signed) or tax transcript, W-2s, 1099s and verification forms. Additional documents may be requested during the process. The special consideration review will not occur until the verification is complete.

2024-2025 Special consideration reviews will begin May 1, 2024

The special consideration process:

Once all of the requested documents are received, the financial aid specialist will determine if the circumstances qualify for a review and if the change(s) will impact the student's EFC. If the changes do not provide additional federal aid for the student, the process will not proceed. If there is a positive impact on federal aid, the new information will be submitted to FAFSA. The student will receive an updated award letter sent to their ATU email notifying them of the changes. This process usually takes 3 to 4 weeks to complete once all the documents have been received by the ATU Financial Aid office.

How do I submit the special consideration request?

Before submitting a special consideration request, the student must submit a FAFSA and clear all of the red-flags on their financial aid requirements on Onetech.

Check below to determine which documents you may be required to submit for the review.

- All reviews must contain the following:
 - _____ 2023, signed, federal tax return (student, spouse, and parents, if applicable).
 - _____ 2023 W2(s), 1099(s), and all federal schedules (student, spouse, and parents, if applicable).
 - _____ If you did not and will not file a 2023 tax return, please include that in your statement on the special consideration form.
- Loss of student/spouse income since 2022
 - _____ Paystubs received between July 1, 2023 to June 30, 2024.
- Loss of parent income since 2022
 - _____ Paystubs received between July 1, 2023 to June 30, 2024 for parent(s) and student, if applicable.
- Loss of benefits since 2022. Examples include loss of unemployment, social security, disability, or child support received.
 - _____ Documents to identify the source of income, the amount of income received, dates income was received, and proof that the income will cease.
- Separation or Divorce. Must be separated or divorced at least 6 weeks before applying for review.
 - _____ Notarized or legal statement documenting date of separation or
 - _____ Divorce decree.
- Death of parent or spouse
 - _____ Death certificate or obituary.



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Financial Aid

Name: _____ Student ID #: _____

Phone: _____ Email address: _____

STEP 1: You must complete the 2024-2025 Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov> and your FAFSA information must be verified by the Financial Aid Office before your Request for Special Consideration can be processed.

STEP 2: Check the reason(s) for the loss of income and submit the required documentation for your situation.

- Decrease in Student/spouse income since 2022
 - Decrease in Parent income since 2022
 - Loss of benefits since 2022
 - Separation or divorce (at least 6 weeks)
 - Death of parent or spouse
-

STEP 3:

- Submit 2023, signed Federal tax return (student, spouse, and parents, if applicable)
- Submit all 2023 W2s and 1099s (student, spouse and parents, if applicable)

*Additional documents may be requested

Student Name: _____ Student ID #: _____

STEP 4: Actual and estimated income information. Please complete the income chart below for all income received from July 1, 2023 to June 30, 2024 (estimate if completing before June 30, 2024). If certain questions do not apply to you, be sure to indicate “N/A” or “zero” in those fields. Supply supporting documents to show proof of all the income listed below.

Enter zero or N/A if you did not and will not receive item listed.	Student	Spouse	Parent 1	Parent 2
Alimony received				
Business income				
Income earned from work				
Unemployment benefits received				
Farm income				
Rental income				
Retirement income				
Social security benefits				
Workers’ compensation benefits				
Disability benefits				
Veteran’s benefits (non-education)				
Child support paid				
Child support received				
Untaxed income:				
Other income:				

STEP 5: Family information: Write the names of all family or household members living in your household during 2023 or 2024.

Full Name	Age	Relationship to Student	College Attending	Year in Household(2022, 2023 or both)
		Student/Self	ATU	both

Step 6: Provide a statement detailing your circumstance which caused the change of income. If you did not file taxes for 2023, please include this information in your statement.

Student Name: _____ Student ID #: _____

Signature: _____

STEP 6: Certification Statement: Your signature on this document confirms your acknowledgement of the following:

- The information submitted for review is true and correct to the best of your knowledge.
- Providing false information may result in reduced eligibility, repayment of aid, or both.
- Underestimating the projected income could result in reduced eligibility, repayment of aid, or both in this year or next.

Student Signature: _____ Phone/Email: _____ Date: _____

Spouse Signature: _____ Phone/Email: _____ Date: _____

Parent 1 Signature: _____ Phone/Email: _____ Date: _____

Parent 2 Signature: _____ Phone/Email: _____ Date: _____

STEP 7: Submit your Special Consideration form and supporting documentation to the address or fax listed above or through [FA Doc Upload](#) on Onetech.

Office Use Only

EFC before review: _____ EFC after review: _____

Date Received: _____ Date Processed: _____ Approved _____ Denied _____ Canceled _____