



CHANGE OF CIRCUMSTANCE FORM
REQUEST FOR REVIEW
2022-2023 ACADEMIC YEAR

Please complete this form if you have special circumstances that have limited your ability to contribute to educational expenses for the 2022-2023 school year. Please Note: You must have filed a 2022-2023 Free Application for Federal Student Aid (FAFSA) before submitting this form.

STUDENT'S NAME: \_\_\_\_\_ SID: \_\_\_\_\_

EMAIL: \_\_\_\_\_ DATE: \_\_\_\_\_

SPECIAL CIRCUMSTANCE(S):

- Loss/Change of Job
Medical/Dental Expenses
Divorce/Separation/Death of Parent
Private School Tuition
One-Time Financial Situation
Fluctuating Income

Please send the following documentation indicated below the applicable special circumstance. All documentation must be received before your circumstance can be reviewed.

Loss/Change of Job:

- Letter explaining situation. Include the dates associated with the job loss/change.
Proof of Unemployment (e.g. letter from employer)
Proof of Previous Salary (e.g. most recent paystub)
Documentation of Unemployment Benefits / Severance Pay (if applicable)
Signed copy of Parents' 2020 Federal Tax Return
Copy of Parents' 2020 W2s

Private Elementary/Secondary School Tuition:

- Letter explaining situation
Copy of tuition statement from school(s)
Signed copy of Parents' 2020 Federal Tax Return

One-Time Financial Situation:

- Letter explaining situation
Signed copy of Parents' 2020 Federal Tax Return
Copy of Parents' 2020 W2s

Medical/Dental Expenses:

- Letter explaining situation
Proof of Medical/Dental Expenses
Copy of Schedule A from 2020 Federal Tax Return
Signed copy of Parents' 2020 Federal Tax Return
Copy of Parents' 2020 W2s

Fluctuating Income:

- Letter explaining situation
Signed copies of Parents' 2020, 2019 and 2018 Federal Tax Returns
Copies of Parents' 2020, 2019 and 2018 W2s

Divorce/Separation/Death of Parent:

- Letter explaining situation
Signed copy of Parents' 2020 Federal Tax Return
Copy of Parents' 2020 W2s
Signed statement documenting other sources of income, i.e. Child Support and Alimony

All special circumstances are reviewed and adjustments are made in accordance with federal financial aid regulations. Our office will complete the review of your request as soon as possible. You will be contacted by the Financial Aid Office once a decision has been made. You may be required to provide additional documentation to the Financial Aid Office to confirm the information provided on your FAFSA application. The Financial Aid Office will contact you if additional information is required to finalize your financial aid package.

Return Completed Form and Documentation to the Financial Aid Office
Mail: 515 Loudon Road, Loudonville, NY 12211
Telephone: (518)783-2427
Fax: (518) 783-2410
Email: aid@siena.edu