CHANGE OF CIRCUMSTANCE FORM
REQUEST FOR REVIEW
2027-2028 ACADEMIC YEAR

Please complete this form if you have special circumstances that have limited your ability to contribute to educational expenses for the 2027-2028 school year. **Please Note**: We will also need the **2027-2028** Free Application for Federal Student Aid (FAFSA) completed before we can process the change of circumstance.

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' 2025 Federal Tax Return
- □ Copy of Parents' 2025 W2s

Medical/Dental Expenses:
- □ Letter explaining situation
- □ Proof of Medical/Dental Expenses
- □ Copy of Schedule A from 2025 Federal Tax Return
- □ Signed copy of Parents' 2025 Federal Tax Return
- □ Copy of Parents' 2025 W2s

Divorce/Separation/Death of Parent:
- □ Letter explaining situation
- □ Signed copy of Parents' 2025 Federal Tax Return
- □ Copy of Parents' 2025 W2s
- □ Signed statement documenting other sources of income, i.e. Child Support and Alimony

School Tuition (K-12, College):
- □ Letter explaining situation
- □ Copy of tuition statement from school(s)
- □ Signed copy of Parents' 2025 Federal Tax Return

One-Time Financial Situation:
- □ Letter explaining situation
- □ Signed copy of Parents' 2025 Federal Tax Return
- □ Copy of Parents' 2025 W2s

Fluctuating Income:
- □ Letter explaining situation
- □ Signed copies of Parents' 2025, 2024 and 2023 Federal Tax Returns
- □ Copies of Parents' 2025, 2024 and 2023 W2s

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
Email: ask@siena.edu