

# RADFORD UNIVERSITY

Financial Aid Office · P.O. Box 6905 · Radford, VA 24142  
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## Special Circumstances Information Sheet

### What is needed and do I qualify?

First, you must write a detailed letter explaining family situation or how expenses have changed that meets one of the specified situations. You must provide proper documentation of your appeal (see below for specifics). This appeal information will be used to evaluate changes in your family situation and to determine if adjustments can be made in order to present a more realistic picture of the family's ability to contribute to the cost of education. Each request is considered on an individual basis, while your request is being review you may be asked for further documentation. Adjustments of financial aid awards are subject to the availability of funds.

If you have any questions regarding this process or would like to discuss your circumstances please contact our office at 540-831-5408 or [finaid@radford.edu](mailto:finaid@radford.edu).

Listed below are circumstances that can be considered.

<b>Situation</b>	<b>Do I qualify for reconsideration?</b>	<b>Documentation Required</b>
Books/Supplies exceed amount allowed	I paid more than allowed for books/supplies.	<ul style="list-style-type: none"><li>• Signed letter from student explaining situation</li><li>• Copies of paid receipts</li></ul>
Day Care (Independent Students Only)	I have child care expenses	<ul style="list-style-type: none"><li>• Signed letter from student explaining situation</li><li>• Paid invoice from provider or letter on letterhead</li></ul>
Death of Parent	My parent has died since I filed my FAFSA.	<ul style="list-style-type: none"><li>• Signed letter from student and/or surviving parent explaining situation</li><li>• Copy of Death Certificate</li><li>• Copy of parent's tax returns, all schedules and W2's</li><li>• Documentation if surviving parent is receiving any types of survivor's benefits (kinds and amounts)</li></ul>
Dependency Appeal		<ul style="list-style-type: none"><li>• See your financial aid counselor for more specific details</li></ul>
Medical Expenses	Excessive medical expenses .	<ul style="list-style-type: none"><li>• Signed letter from student and or parents explaining family situation</li><li>• Copies of bills, cancelled checks/credit card payments reflecting payments toward those bills that are not covered by insurance</li></ul>

Number in College	One or both my parents are attending college for at least half-time working toward a degree	<ul style="list-style-type: none"> <li>• Signed letter from student and/or parents explaining why parent(s) is enrolled in college and who is paying for educational costs, what degree is being pursued</li> <li>• Enrollment verification from parent's college/university for 2010-2011</li> </ul>
Retirement	Parent Retires	<ul style="list-style-type: none"> <li>• Projected Year Income Form &amp; copies of parent's tax returns, all schedules and W-2's</li> <li>• Letter of Separation from employer</li> <li>• Copy of final pay stub</li> <li>• Copy of any benefits being received as part of retirement-severance pay</li> </ul>
Separated/Divorced Parent	My parents have become separated or divorced since I filed my FAFSA	<ul style="list-style-type: none"> <li>• Signed letter from student with situation</li> <li>• Copy of divorce decree or letter from a lawyer indicating the date you/your parents filed for divorce or that you separated with the financial terms of divorce or separation</li> <li>• Projected Year Income Form and Parents Federal Tax Return, all schedules and W2's</li> </ul>
Significant Reduction in Earned Income or Benefits (Social Security, Child Support, Alimony, other)	My parents or I have lost our job.  (others) --loss of child support --loss of social security	<ul style="list-style-type: none"> <li>• Projected Year Income Form and parents or students Federal Tax return and W2's</li> <li>• Signed letter from student and/or parent explaining family situation</li> <li>• Documentation from the employer, copy of unemployment benefits, copy of last pay-stub from both previous employer and current job (if applicable)</li> <li>• Loss of benefits documented from source (i.e. Social Security Administration, Veterans Administration)</li> </ul>
Student Cost of Attendance (COA)	I need more to live on than amount allotted for room/board, personal, and travel	<ul style="list-style-type: none"> <li>• Signed letter from student explaining why COA not adequate, describe living arrangements, copy of lease,</li> <li>• Budget Increase Request Form</li> </ul>
Travel Expenses	My actual cost is more than allowed for travel	<ul style="list-style-type: none"> <li>• Signed letter from student explaining commuting situation</li> <li>• Letter documenting mileage and number of trips per week</li> </ul>

Last updated 10/2010