



2007-2008 Special Circumstances Re-Evaluation Request

The University of Kansas
Office of Student Financial Aid
www.financialaid.ku.edu

1450 Jayhawk Blvd.
50 Strong Hall
Lawrence, KS 66045-7535

Phone: 785-864-4700
Fax: 785-864-5469
Email: financialaid@ku.edu

When students and/or their families experience a change in circumstances (such as a loss of income or an increase in non-discretionary expenses), the income information they provided on their financial aid application or the cost of attendance established by the Office of Student Financial Aid may no longer accurately reflect their financial situation. In some cases, the OSFA may be able to adjust income information or the cost of attendance based on these "special circumstances." **Please note: Adjustments to income or cost of attendance do not guarantee additional financial aid.**

Name of Student Applicant: _____

Social Security Number: _____ KUID Number: _____

Home Phone Number: _____ Work/Cell Phone Number: _____

Email Address: _____

****We will send any requests for supporting documentation to the above e-mail address.**

Were you required to provide parental information on your 2007-08 FAFSA? Yes No
(check one)

If you have experienced one or more of the following changes in income or expenses, re-evaluation of your 2007-08 financial aid award package may be possible.

Loss of Income

- Job termination/ Job Change/Reduced Hours
- Disability/Retirement
- Divorce/Separation/Death of Spouse After Filing
- Loss or Reduction of Social Security Benefits, Child Support, or Alimony

Increase in Non-Discretionary Expenses

- Child Support Paid
- Medical/Dental/Disability Expenses
- Nursing Home/Funeral Expenses
- Additional Required Educational/Transportation Expenses

Please write or type a brief narrative detailing your (or your parents' or spouse's) circumstances leading to the request for re-evaluation. Please be very specific in your narrative (i.e., provide dates, names of employers (if applicable) and clearly identify the person (or persons) to whom the narrative refers) so that we can be specific with our requests for documentation. If you need additional space or prefer to type your narrative, please attach a separate page. **Our staff will send you a form detailing the documentation needed to process your request. Examples of requested documentation could include (but are not limited to): Federal income tax documents, termination letters, pay stubs, copies of paid bills or receipts, and/or court documents.**

Your Special Circumstances request can be evaluated only after the original FAFSA and all supporting documents have been reviewed. It may take up to eight weeks for us to evaluate your request. If your Special Circumstances Re-Evaluation results in increased eligibility for aid and funds are available, you may receive additional assistance. **However, if the documentation you submit to OSFA results in reduced eligibility for financial aid, you may have to repay aid and/or previously awarded aid may be canceled or reduced.** Note: If you cannot provide documentation for your income projections (if applicable), you may be asked to resubmit your request at the end of the 2007 tax year, when tax documents will be available.

**Due to high office volume, applications may not be processed
July 15th to September 15th.**

**Applications and all required documents must be received by
April 1, 2008 to be considered.**

Submit completed applications to the following address:

Office of Student Financial Aid ♦ The University of Kansas
50 Strong Hall ♦ 1450 Jayhawk Blvd. ♦ Lawrence, KS 66045-7535
(785) 864-4700 ♦ Fax: (785) 864-5469

**All Special Circumstances Re-Evaluation Requests are subject to review and verification of
your original Free Application for Federal Student Aid (FAFSA).**

I understand that verification of my projections may be required at the end of the current year. If I underestimate my projected income or if I overestimate my projected expenses, I understand that I may be required to repay aid.

I affirm that all of the information on this form is true and complete to the best of my knowledge. If asked by an authorized official to document actual 2006 earnings or expenses, I agree to provide proof of all information on this form which may include, but is not limited to: copies of Federal tax returns, schedules, and W-2 forms for 2006.

Student Signature _____

Date _____

Parent (or Stepparent) Signature _____
(if parental information provided on FAFSA)

Date _____