Special Circumstances Request Form

Name: _______________________________ UID: __________________
Address: ______________________________ Phone: __________________

Date: __________________

Required Documentation For All Appeals

Submit the following information with this form –

- □ A signed letter clearly explaining your special circumstances with documentation appropriate to your situation as described in the sections that follow.
- □ A copy of your (and your spouse’s, if married) 2015 IRS Tax Return Transcript and W-2 form(s). NOTE: You may visit [www.irs.gov](http://www.irs.gov) or call 1-800-908-9946 to request federal tax return transcript. Please DO NOT submit 1040A/EZ or 1040 forms. To view the acceptable tax forms, please click [here](http://www.irs.gov).

In addition, submit documentation appropriate to your situation

Involuntary loss or significant reduction of income and/or benefits

- □ Estimated Income Worksheet
- □ Termination/Severance Letter
- □ Final Earnings Statement from previous employer
- □ Unemployment documentation - letter must state the Maximum Benefits Available – MBA, if applicable

Change of Marital Status - Recently married, separated or divorced

- □ Copy of Original Marriage Certificate
- □ Provide copy of legal separation/divorce agreement (court-ordered or letter from attorney)
- □ Proof of separate addresses (i.e. utility bills)
- □ Signed copy of lease agreement for parent no longer living at address on file

Death of Parent or Spouse

- □ Provide copy of death certificate

Update or Correction of Information submitted on Initial FAFSA

- □ Verification Forms (contact Financial Aid office to determine which forms need to be submitted)

One-time income received in 2015 that you will not receive in 2016

- □ Examples of one-time income include: severance pay, alimony, child support, etc.

Significant and/or recurring medical, dental or elder care expenses not covered by insurance for family members in your household

- □ Expenses that were not reported on Schedule A of your 2015 Federal Income Tax Return
- □ Copy of billing statements from the medical, dental or elder care provider(s), and proof of payment (e.g., credit card statements, copies of canceled checks, bank account withdrawals, etc.) for expenses paid out of pocket in 2015
- □ Documentation of continuing 2016 expenses not covered by insurance

Other

- □ Any special circumstances not mentioned above
Special Circumstances reviews will be completed within 3-4 weeks after receipt of all required documents. However, after the initial review of your submitted documents you may be notified that additional information is needed in which case the review will take longer to complete. Once the special circumstance appeal has been processed, you will be notified of any changes that resulted from your special circumstance. **Please note that a recalculation in financial need does not guarantee that additional aid will be awarded.**

**Special Circumstances Request Form and supporting documentation can be forwarded to:**

Special Circumstance Committee  
Office of Student Financial Aid  
0102 Lee Building  
College Park, Maryland 20742

or faxed to 301-314-9587. Also, you are able to scan and email your documents to umfinaid@umd.edu.

If you have any questions about your Special Circumstances appeal, please contact the Office of Student Financial Aid at 301-314-9000, option 1.