

Student's Name: \_\_\_\_\_ Student's ID Number: \_\_\_\_\_

Haskell Indian Nations University  
Financial Aid Office  
155 Indian Avenue, Box 5027  
Lawrence, KS 66046

Phone: (785) 749-8468  
Fax: (785) 832-6617

### Special Circumstance Re-evaluation Request Form

When a student 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, which was provided on the free Application For Federal Student Aid (FAFSA) or the cost of attendance established by the Financial Aid Office, may no longer accurately reflect the real financial situation. In some cases, the Financial Aid Office may be able to adjust income information of the cost of attendance based on these "Special Circumstances". Adjustments to income or cost of attendance, however, do not guarantee that additional financial aid will be awarded.

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_

Were you required to provide parental information? Yes \_\_\_\_\_ No \_\_\_\_\_

If you experienced one or more of the following changes in your **income or expenses**, re-evaluation of your 2015-2016 financial aid award package may be possible (*Please check all that apply*):

#### Loss of Income

- |   |   |
|---|---|
| <input type="checkbox"/> Job Termination                      | <input type="checkbox"/> Child Support Paid         |
| <input type="checkbox"/> Job Change                           | <input type="checkbox"/> Medical Expenses           |
| <input type="checkbox"/> Reduced Hours                        | <input type="checkbox"/> Dental Expenses            |
| <input type="checkbox"/> Disability                           | <input type="checkbox"/> Nursing Home               |
| <input type="checkbox"/> Retirement                           | <input type="checkbox"/> Funeral Expenses           |
| <input type="checkbox"/> Divorce                              | <input type="checkbox"/> Required Education Expense |
| <input type="checkbox"/> Separation                           | <input type="checkbox"/> Transportation Expenses    |
| <input type="checkbox"/> Death of Spouse                      |   |
| <input type="checkbox"/> Loss or Reduction of Social Security |   |
| <input type="checkbox"/> Benefits, Child Support or Alimony   |   |

Please write or type a brief narrative detailing the circumstances leading to the request for re-evaluation. Please be very specific in your narrative (i.e., provide dates, names of employers, if applicable) 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 then send a request detailing the documentation needed to process your re-evaluation. Examples of requested documentation may include federal income tax documents, employment termination letters, paystubs, copies of paid bills or receipts, court documents and other document as necessary.

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Your Special Circumstance Request will be re-evaluated only after the original FAFSA and all supporting documents have been reviewed. If your special circumstance re-evaluation results in increased eligibility for aid and funds are available, you may receive additional assistance. If the documentation you submit to the Financial Aid Office results in reduced eligibility for financial aid, however, you may be required to repay aid and/or previously awarded aid may be cancelled or reduced. If you cannot provide documentation for your income projections (if applicable) you may be asked to resubmit your request at the end of the 2015 tax year, when tax documents will be available.

**Due to processing schedules, requests may not be reviewed during the following periods** (if you have any questions, please contact the financial aid staff):

- January 1, 2015 through February 15, 2016
- July 15, 2015 through September 15, 2016

**Deadline to submit request and all supporting documentation:**

- April 1, 2016

**Submit completed requests to the following address:**

Haskell Indian Nations University  
Financial Aid Office  
155 Indian Avenue, Box 5027  
Lawrence, KS 66046

All Special Circumstance 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 overstate 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 I am asked by an authorized official to document actual 2015 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 2015.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you are an *Independent student*, a parent signature is not required.

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## **Verification of 2014 Income Information for Individuals with Unusual Circumstances**

### **Individuals Granted a Filing Extension by the IRS**

If an individual is required to file a 2014 IRS Income tax return and has been granted a filing extension by the IRS, provide the following documents:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2014;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2014; and
- A copy of IRS Form W-2 for each source of employment income received for tax year 2014 and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for year 2014.

### **Individuals Who Filed an Amended IRS Income Tax Return**

If an individual filed an amended IRS income tax return for tax year 2014, provide both of the following:

- A signed copy of the original 2014 IRS income tax return that was filed with the IRS or a **2014 IRS Tax Return Transcript; and**
- A signed copy of the 2014 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

### **Individuals Who Were Victims of Tax Administration Identity Theft**

- A victim of tax administration identify theft who is not able to obtain a 2014 IRS Tax Return Transcript of use the IRS DRT must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer's identity, the IRS will provide, by U.S. Postal Service, a printout of the tax filer's 2014 IRS income tax return information.

### **Individuals Who Filed Non-IRS Income Tax Returns**

An Individual filed or will file a 2014 income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, must provide:

- A signed copy of that 2014 income tax return(s); or
- a transcript obtained from a government of a U.S. territory of commonwealth, or a foreign central government that includes all of the tax filer's income and tax information required to be verified for tax year 2014.