

2026-2027 Request for Special Consideration/Reevaluation

The federal aid eligibility process is consistent for all students; however, we recognize that unique or unforeseen circumstances may impact a family's financial situation. If you believe this applies to you, please submit this completed form with all required documentation to the Office of Financial Aid. Your request will be reviewed to determine if an adjustment is warranted. Approved adjustments will result in FAFSA corrections and a revised award notification. All decisions by the Financial Aid Administrator are final and cannot be appealed. Responses are typically issued within 10–14 business days. The decision of the Financial Aid Administrator is final and cannot be appealed to the U.S. Department of Education or any other institutional office.

Student Information

Student's Last Name	Student's First Name	Student's M.I.	Student's ID Number
Student's Street Address			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate Cell Phone Number
Parents' Names			Phone Number

Required Documentation

Required Documentation for Parents and Students Requesting Special Consideration and/or Re-Evaluation:

- A typewritten letter with original signatures of the parent and student and date explaining the reason(s) for a change in the family situation.
- Federal 1040 tax return transcript(s) or copies of the signed federal 1040 and all schedules for the 2024 and 2025 (when available) tax year for all parties.
- Copies of all W-2s for all parties for the 2024 and 2025 (when available) tax years.
- Verification Worksheet (Dependent or Independent, available in the Financial Aid office or online)

Additional required documentation based on your situation:

- Change in Employment:
 - Letter from employer indicating the last day of employment, any severance pay, and/or any benefits that will continue after dismissal.
 - Statement from the employer or last paystub showing year-to-date earnings as of the last day of employment for all parties involved.
 - Proof of receipt of or denial of unemployment benefits.
 - Proof of any disability pay and/or social security benefits, if applicable.
 - If there has been a reduction in income due to a change in employment, include proof of new salary.

- Proof of the student's spouse's income for the most recent tax year (if applicable).
- Divorce or Separation:
 - Copy of the legal separation agreement or divorce decree.
If there is no written legal separation agreement, you should provide proof that parents are living in and maintaining separate residences. This may include lease agreements, utility bills, etc.
 - Copy of all W2 forms for the 2024 and 2025 tax years for the supporting parent.
 - Proof of any child support and/or alimony received.
- Loss or Change in child support, alimony, social security benefits, disability benefits, and/or unemployment compensation:
 - Proof of the funding for the most recent tax year.
 - Proof of the loss of funds from the awarding agency or attorney (child support and alimony).
- Nonrecurring Income:
 - Explanation/documentation of the origin of the money and how the money was spent or invested.
- Required documentation for other special conditions not covered by any of the above stipulations:
 - All supporting documentation to clarify your request.

Financial Aid may require additional documentation as it deems appropriate before rendering a decision. A decision will not be made until all required documentation is provided.

All documentation submitted from third parties must be notarized where applicable. Documentation from official agencies should be submitted typewritten on the agency's letterhead with appropriate contact information.

Certification

By signing this form, I certify that all information and documentation included with this form and subsequently provided to support my request are accurate and a true representation of my situation. I acknowledge that I may be required to repay any financial assistance I receive if the application or documentation I provide is false or inaccurate. I understand that if I have purposely give false or misleading information, that I can be fined, sent to prison, or both.

Student Signature: _____ **Date:** _____

Submit this worksheet and the required documentation to the financial aid administrator at your school.

Briar Cliff University
Attn. Office of Financial Aid
3303 Rebecca St.
Sioux City, IA 51104