

## SPECIAL CONDITION REQUEST

Student's Name: \_\_\_\_\_

Student's SWIC ID #: \_\_\_\_\_

Students may complete this form to request a reassessment of their financial need due to a significant change in personal finances. There must have been a legitimate change (at least 10% of original income) to qualify for an adjustment. On a case-by-case basis, a committee will evaluate the documented circumstances based on the requirements below. An approved submission lasts for the current academic year only and may need to be resubmitted again for the next academic year.

### THINGS TO CONSIDER PRIOR TO SUBMISSION

Upon submission of a special condition, you are requesting a manual review of your financial aid information. The manual review requires us to:

- Remove all current Title IV awards until the special condition process is complete.
- Manually select your file for verification to ensure all FAFSA information is accurate.
- Re-evaluate your award eligibility based on the results of your special condition evaluation.

**PLEASE NOTE:** You must monitor your eSTORM and SWIC student email regarding changes to your account.

**REQUIRED DOCUMENTATION FOR ALL SUBMISSIONS AND APPLICABLE SUBMISSION DATES**  
Please follow guidelines according to the semester for which you are submitting your special condition packet.

### FALL/SPRING Primary (April 3, 2023 – July 7, 2023) • Secondary (September 4, 2023 – December 8, 2023)

Complete 2023-2024 FAFSA.

All required verification documentation.

2021 IRS Tax Return Transcript (student, and parent(s) or spouse) or signed tax return (with schedules 1, 2, 3, and C, if filed).

All 2021 W-2's and 1099's (student, and parent(s) or spouse).

All 2022 W-2's/1099's and signed 2022 federal tax return.

### SPRING ONLY (1<sup>st</sup> day of spring enrollment – May 10, 2024)

Complete 2023-2024 FAFSA.

All required verification documentation.

2021 IRS Tax Return Transcript (student, and parent(s) or spouse) or signed tax return (with schedules 1, 2, 3, and C, if filed).

All 2021 W-2's and 1099's (student, and parent(s) or spouse).

All 2022 W-2's/1099's and signed 2022 federal tax return.

After February 1, 2024, also submit all 2023 W-2's/1099's and signed 2023 federal tax return with applicable schedules.

### SUMMER (1<sup>st</sup> day of summer enrollment) (Case by case)

Complete 2023-2024 FAFSA.

All required verification documentation.

2021 IRS Tax Return Transcript (student, and parent(s) or spouse) or signed tax return (with schedules 1, 2, 3, and C, if filed).

All 2021 W-2's and 1099's (student, and parent(s) or spouse).

All 2022 and 2023 W-2's/1099's and signed 2022 and 2023 federal tax returns with applicable schedules.

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

**ADDITIONAL REQUIRED DOCUMENTATION ACCORDING TO CONDITION**☐ **Complete loss of employment:**☐ Name of unemployed person(s) \_\_\_\_\_

Official notification of termination (including last date of employment).

Official notification of approval or denial of unemployment benefits.

☐ **Reduction in income:**

Name of person(s) with reduction in income \_\_\_\_\_

Official notification of reduction of income (notification of reduced hours/pay rate or termination letter).

Last pay stub before reduction and 2 most recent pay stubs after reduction.

☐ **Reduction or loss of untaxed income or benefits:**☐ Name of person(s) who lost benefits \_\_\_\_\_☐ Official notification of reduction/loss of benefits (including type of benefits and date of adjustment).**BRIEF STATEMENT REGARDING THE SPECIAL CONDITION**  
Please include dates and person/company names specific to your situation.


I certify that all of the information provided is true and complete to the best of my knowledge. I agree to provide additional information if requested by the Office of Financial Aid, Veteran Services and Student Employment. I understand that if the information provided is incomplete or lacks the required documentation, it will delay the processing of my special condition request.

\_\_\_\_\_  
Student's Signature (required)\_\_\_\_\_  
Date\_\_\_\_\_  
Parent's Signature (required if you are a dependent student)\_\_\_\_\_  
Date