



## 2021-2022 Dependent Student Special Circumstances Application

OFFICE OF FINANCIAL AID

**Financial aid for the 2021-2022 academic year is based on 2019 income. If you and/or your family have had a significant change in your financial situation during 2021, complete this form to request a re-evaluation of your eligibility for financial aid for the 2021-2022 academic year. This review will be based upon the information you provide through a process called Special Circumstances. Circumstances which may result in the adjustment of your family contribution include:**

- Loss of untaxed income or benefits in 2021 that was reported on the FAFSA application – for example, child support or worker’s compensation.
- Loss of one-time income received during 2019 which was included in adjusted gross income on the 2019 federal income tax return – for example, taxable Social Security, IRA or 401(k) withdrawals, capital gains or moving allowances.
- Loss of earnings in 2021 due to a loss of job, change of job, reduction in pay, disability, natural disaster or retirement. No adjustments will be made due to changes in overtime compensation.
- Loss of taxed income such as alimony.
- Financial support for elderly relatives – for example, nursing home costs.
- Payment of medical and dental expenses not covered by health insurance or pre-tax plans (such as a Flexible Spending Account), but paid by the student or parent(s) in 2020 or 2021. Expenses must have already been incurred and paid, not just owed. Certain limits apply.
- Death of a parent after the Free Application for Federal Student Aid (FAFSA) is filed.
- The parent of a dependent student is attending college at least half-time.

If you and your family meet one of the criteria listed above, or if you feel that you have another extenuating circumstance that we should consider, explain the situation on the back of this form and return it to the Student Service Center along with the required documentation. Additional documentation could be requested. **It is important for you to turn in all requested documentation pertaining to your situation(s) as outlined in the boxes on this form.**

### Questions?

If you have any questions, please contact the Student Service Center at (567) 661-2387, contact your Oserve Advocate, or email [oserve@owens.edu](mailto:oserve@owens.edu).

*For parents to obtain information about the student’s financial aid status, the student must add the parent as a proxy with access to “All financial aid information.” The proxy is set up in Ozone ([ozone.owens.edu](http://ozone.owens.edu)) by choosing Proxy Access from the Personal Information card.*

## Submit this form and documentation

**Upload:** From the Ozone **Financial Aid Summary** card, select **View Financial Aid Details**, then **Student Requirements**. Follow the instructions listed.

**Fax:** (567) 661-7808

**In person:** Student Service Center

**Mail:** Student Service Center  
Owens Community College  
P.O. Box 10,000  
Toledo, OH 43699-1947

## To check the status of your form

1. Log into **Ozone** at ozone.owens.edu
2. From the **Financial Aid Summary** card, select **View Financial Aid Details**, then **Student Requirements**. Select the **Financial Aid Year 2021-2022**.

The 2021-2022 Dependent Student Special Circumstances Application will be one of the items listed. Below is a listing of what each status means:

**Received, not yet reviewed:** Your materials have not been reviewed.

**Incomplete:** Information that is required for the processing of your form is missing. Please review your Active Messages on Ozone or contact the Student Service Center.

**Completed:** Review of your form has been completed and approved.

**Denied:** An adjustment to your FAFSA information could not be made.



**2021-2022 Dependent Student  
Special Circumstances Application**  
OFFICE OF FINANCIAL AID

Student Name: \_\_\_\_\_ OCID: \_\_\_\_\_

Phone No. \_\_\_\_\_ Date of birth: \_\_\_\_\_

**A. APPLICATION STEPS**

Before you submit this application, make sure you have also reviewed and completed the following items.

- You (the student) have submitted the Free Application for Federal Student Aid (FAFSA) for 2021-2022. If you have not filed a FAFSA, **you must do so as soon as possible**. The Office of Financial Aid is unable to give consideration to your changed financial circumstance(s) until we have received the results of your FAFSA and you have completed verification.
- As part of the special circumstances application, the student and parent(s) will be selected for verification. Please complete the following.
  - 2021-2022 Dependent Student Household and Number in College Verification Form. This form is not required if your FAFSA only shows you and your parent(s) in the household and you are the only student in college.
  - 2021-2022 Parent Statement Regarding Tax Returns, IRS data retrieval, or IRS tax transcript/signed copy of their IRS 1040, plus Schedules 1, 2, and 3 (if filed)
  - 2021-2022 Dependent Student Statement Regarding Tax Returns, IRS data retrieval, or IRS tax transcript/signed copy of your IRS 1040, plus Schedules 1, 2, and 3 (if filed)
  - Check the Student Requirements page on your Ozone account for a list of any additional documentation that is needed.
- You must currently be enrolled for Summer 2021, Fall 2021, or Spring 2022 semester(s). If you are not enrolled at the time we review the application, we will not make a decision on the application until you have enrolled at Owens.
- You are submitting this application by the semester deadline. **The deadline to submit this application and all requested documentation is one week prior to the last day of classes for the semester(s) you are attending. The semester deadlines are:**  
  
Summer 2021: 8/5/2021                      Fall 2021: 12/9/2021                      Spring 2022: 5/19/2022
- You have completed the application and have attached all **required** documentation for the circumstance being considered. Failure to provide all **required** documentation will cause your application to be incomplete or be denied.

**Note:** The Special Circumstances Application will be processed after verification is reviewed and completed. **The submission of a Special Circumstances Application does not always result in increased financial aid eligibility.**

The student will be notified of the results of the application by an email to his/her Omail account.

**B. PERSONAL STATEMENT**

Please indicate which individual(s) have a change in their financial circumstances:

- Parent(s)
- Student

Please explain your situation. Attach a separate sheet of paper if necessary:

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**C. CERTIFICATION STATEMENT**

I certify that all information on this form is true and complete to the best of my knowledge.

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

Parent Signature: \_\_\_\_\_  
(if requesting adjustment to parent information)

## Special Circumstances Required Documents

Examples of circumstances and the documentation **required** to process the special circumstances are listed below. The required documentation for your request along with the special circumstances application must be submitted to the Student Service Center. Additional documentation could be requested.

### **Social Security** Loss of benefits in 2021

- Copy of the Social Security termination letter
- Documentation that shows the amount of monthly benefit that was being received
- A signed copy of the student's/parent(s)' 2019 Federal IRS 1040, plus Schedules 1, 2, and 3 (if filed) or a copy of the IRS Tax Return Transcript (must be submitted even if the tax requirement is waived on Ozone)

### **Child Support** Loss of benefits in 2021

- Court or child services agency document stating the date of termination and a statement of the amount of monthly benefit that was being received

### **Worker's Compensation** Loss of benefits in 2021

- Copy of the Worker's Compensation termination letter
- Documentation showing the amount of monthly benefit that was being received

### **One-time withdrawal** from IRA, 401k or other pension programs in 2019

- Documentation showing the source of the pension withdrawal
- Written explanation of why the funds were withdrawn
- A signed copy of the student's/parent(s)' 2019 Federal IRS 1040, plus Schedules 1, 2, and 3 (if filed) or a copy of the IRS Tax Return Transcript (must be submitted even if the tax requirement is waived on Ozone)

### **Loss of Job** in 2021

For the person whose job was lost:

- Copy of your last pay stub showing year-to-date income
- A letter from **each** of your prior employer(s) stating the last date of employment
- Copy of your unemployment eligibility determination notice, no older than 90 days from the date of issuance, stating the status of your unemployment benefits if you were eligible. Also include a copy of any extended unemployment benefits statements, if applicable
- Written statement confirming that you are still unemployed
- Copy of the student's/parent(s)' 2019 W-2 form(s)
- A signed copy of the student's/parent(s)' 2019 Federal IRS 1040, plus Schedules 1, 2, and 3 (if filed) or a copy of the IRS Tax Return Transcript (must be submitted even if the tax requirement is waived on Ozone)

### **Change in job or reduction in pay** in 2021

For the person who has a change in job or reduction in pay:

- Copy of your last pay stub showing year-to-date income
- A letter from **each** of your prior employer(s) stating the last date of employment
- Copy of your most recent pay stub from your current job showing year-to-date income for 2021 (continued on next page)

- A letter from your current employer stating your date of hire, hourly rate, and average hours worked during each pay period
- Copy of the student's/parent(s)' 2019 W-2 form(s)
- A signed copy of the student's/parent(s)' 2019 Federal IRS 1040, plus Schedules 1, 2, and 3 (if filed) or a copy of the IRS Tax Return Transcript (must be submitted even if the tax requirement is waived on Ozone)

**Disability** Loss of earnings in 2021

For the person who has a loss of earnings due to a disability:

- A letter from a doctor confirming the disability and the prognosis for returning to work
- A letter from Social Security or an insurance agency stating the amount of monthly disability benefits you will receive
- Copy of your last pay stub showing year-to-date earnings
- Copy of the student's/parent(s)' 2019 W-2 form(s)
- A signed copy of the student's/parent(s)' 2019 Federal IRS 1040, plus Schedules 1, 2, and 3 (if filed) or a copy of the IRS Tax Return Transcript (must be submitted even if the tax requirement is waived on Ozone)

**Alimony** Loss of income

- Copy of court documents stating the amount of the monthly alimony payments and the termination date of those payments
- A signed copy of the student's/parent(s)' 2019 Federal IRS 1040, plus Schedules 1, 2, and 3 (if filed) or a copy of the IRS Tax Return Transcript (must be submitted even if the tax requirement is waived on Ozone)

**Nursing home costs** associated with dependent elderly relatives in 2020 or 2021

- A statement from the nursing home administrator stating the amount you paid in 2020 or 2021

**Medical or dental expenses** not covered by health insurance but paid by the student or parent in 2020 or 2021

- Copies of medical bills **and** cancelled checks documenting payment made by you in 2020 or 2021 that were not covered by health insurance, or a copy of your 2020 federal tax return Schedule A. Only include costs not paid through a pre-tax plan (such as a Flexible Spending Account.) Certain limits apply.

**Death of a parent** after the FAFSA has been submitted

- A copy of the death certificate
- Copies of your parents' 2019 W-2 form(s)
- A signed copy of the parents' 2019 Federal IRS 1040, plus Schedules 1, 2, and 3 (if filed) or a copy of the IRS Tax Return Transcript (must be submitted even if the tax requirement is waived on Ozone)

**Parent attending college** at least half-time

- Documentation from the college that the parent is attending which verifies the program of study that the parent is pursuing, the parent's enrollment status, and tuition costs
- 2021-2022 Dependent Student Household and Number in College Verification Form