2025-2026 Dependent Student Special Circumstances Application

OFFICE OF FINANCIAL AID

Financial aid for the 2025-2026 academic year is based on 2023 income. If you and/or your family have had a significant change in your financial situation during 2025, complete this form to request a re-evaluation of your eligibility for financial aid.

The submission of a Special Circumstances Application does not always result in increased financial aid eligibility.

Before you begin

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

- You have **submitted the Free Application for Federal Student Aid (FAFSA®) for 2025-2026**. If you have not filed a FAFSA®, **you must do so as soon as possible.** The Office of Financial Aid is unable to review your changed financial circumstance until we have received the results of your FAFSA® and you have completed verification.

- You are currently enrolled or plan to enroll for Summer 2025, Fall 2025, or Spring 2026 semesters. Your application will not be reviewed if you are no longer enrolled for the academic year.

Verification

As part of the special circumstances application, you and your parents will be selected for verification. Please monitor your Workday account for any additional documentation that is required.

The Special Circumstances Application will be processed after verification is reviewed and completed.

Which form should you complete?

This packet contains two forms. Submit the form(s) which apply to your situation.

- Use the **Special Circumstances Application for Changes to Income from Work** to request adjustments based on a loss of income from work in 2025 due to a loss of job, change of job, reduction in pay, disability, or retirement.
- Use the **Special Circumstances Application for Changes to Non-Employment Income** to request adjustments based on the loss of non-employment income such as taxable Social Security, child support, Worker's Compensation, alimony; a one-time withdrawal from IRA, 401k or other pension programs; nursing home costs; out of pocket medical or dental expenses; the death of a parent after the FAFSA® has been submitted.

When to submit this form

Requests must be processed by the last day of classes for the semester(s) you are attending for this academic year. In order to ensure that your request can be reviewed, submit this application and all requested documentation as soon as possible, preferably no later than one week prior to the end of the semester, as listed below.

Summer 2025: 8/3/2025 **Fall 2025: 12/4/2025** **Spring 2026: 4/30/2026**

Questions?

If you have any questions, please contact the Student Service Center at (567) 661-2387, contact your Student Financial Services Advisor, or email studentfinancial@owens.edu.

For parents to obtain information about the student's financial aid status, the student must add the parent as a third party user. Please visit https://www.owens.edu/financial_aid/guide/ for instructions.

Submit this form and documentation

Submit the appropriate section(s) of this form and all required documentation. Additional documentation could be requested. Failure to provide a completed form and all required documentation will cause your application to be incomplete or be denied.

Please see the instructions in the **How to submit forms and documents for financial aid** at the end of this form.

FAFSA® is a registered trademark of the U.S. Department of Education.

2025-2026 Dependent Student Special Circumstances Application For Changes to Income from Work

OWENS COMMUNITY COLLEGE

OFFICE OF FINANCIAL AID

ONLY Complete this section if you or your parents had a loss of income from work in 2025
due to a loss of job, change of job, reduction in pay, disability, or retirement.
Note: No adjustments will be made due to changes in overtime compensation.

Student Name:_____OCID:_____

Phone No._____ Date of birth: _____

2023 INCOME

Please list all sources of income listed on your 2023 federal income tax return. *If additional space is needed, please attach a separate page.*

Individual	**Employer/Source**
❑ Student ❑ Parent	
❑ Student ❑ Parent	
❑ Student ❑ Parent	
❑ Student ❑ Parent	
❑ Student ❑ Parent	
❑ Student ❑ Parent	

2025 INCOME

Please list all sources of expected income for 2025, including income from work, self-employment, unemployment benefits, taxable Social Security and disability benefits, and taxable retirement benefits. *If additional space is needed, please attach a separate page.*

Individual	**Employer/Source**	**When did this job/source of income start?**	**Has this job/source of income ended?**	
❑ Student ❑ Parent			❑ No	❑ Yes, end date: _____
❑ Student ❑ Parent			❑ No	❑ Yes, end date: _____
❑ Student ❑ Parent			❑ No	❑ Yes, end date: _____
❑ Student ❑ Parent			❑ No	❑ Yes, end date: _____
❑ Student ❑ Parent			❑ No	❑ Yes, end date: _____
❑ Student ❑ Parent			❑ No	❑ Yes, end date: _____

Is the student currently unemployed? ❑ No ❑ Yes
Is the student's parent currently unemployed? ❑ No ❑ Yes

(Optional) Please provide any additional information regarding your income which should be considered.

_____

_____

_____

DOCUMENTATION

Provide the following documentation with this form.

- ❑ Copy of your/your parents' 2023 W-2 form(s)
- ❑ A signed copy of your/your parents' 2023 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 in Workday)

For the person whose job status has changed since 2023, provide the following.

- ❑ For each job in which the individual is currently employed:
  - ❑ A copy of the most recent pay stub showing year-to-date income
  - ❑ A letter from ***each*** current employer stating the date of hire, hourly rate, and average hours worked during each pay period
  - ❑ For self-employment, provide a written statement of year-to-date net earnings for the current year. If there was self-employment income in 2023, also provide the 2023 federal business schedule C and 1099's (if applicable).
- ❑ For each job which ended in 2025, a copy of the last pay stub showing year-to-date income
- ❑ For jobs worked in 2023 or 2025 which have ended, a letter from ***each*** prior employer stating the last date of employment
- ❑ If unemployed, provide a 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
- ❑ If receiving disability benefits, a letter from Social Security or an insurance agency stating the amount of monthly disability benefits the individual will receive.
- ❑ If receiving retirement benefits, including Social Security, documentation of the amount of monthly retirement benefits the individual will receive.

CERTIFICATION STATEMENT

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

_____ _____

Student signature and Date

Parent signature and Date
(if requesting adjustment to parent information)

_____

Student's printed name

2025-2025 Dependent Student Special Circumstances Application For Changes to Non-Employment Income

OFFICE OF FINANCIAL AID

Student Name:_____ OCID:_____

Phone No._____ Date of birth: _____

Please check which circumstances apply to you or your parents and follow the instructions listed. Additional documentation may be requested.

	Circumstance	Provide the following
❑	Loss of **income from work** in 2025 due to a loss of job, change of job, reduction in pay, disability, or retirement	☐ Complete the **Dependent Student Special Circumstances Application for Changes to Income from Work** section and provide the documentation listed.
❑	Loss of taxable **Social Security** benefits in 2025	☐ Copy of the Social Security termination letter ☐ Documentation that shows the amount of monthly benefit that was being received ☐ A signed copy of your and your parents' 2023 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 in Workday)
❑	Loss of **Child Support** benefits in 2025	☐ Court or child services agency document stating the date of termination and a statement of the amount of monthly benefit that was being received
❑	Loss of **Worker's Compensation** benefits in 2025	☐ 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 2023.	☐ Documentation showing the source of the pension withdrawal ☐ Written explanation of why the funds were withdrawn ☐ A signed copy of your and your parents' 2023 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 in Workday)
❑	**Nursing home costs** associated with dependent elderly relatives in 2024 or 2025	☐ A statement from the nursing home administrator stating the amount you or your parents paid in 2024 or 2025

	Circumstance	Provide the following
❑	Loss of **Alimony** income	□ Copy of court documents stating the amount of the monthly alimony payments and the termination date of those payments □ A signed copy of your and your parents' 2023 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 in Workday)
❑	**Medical or dental expenses** not covered by health insurance but paid by the student or parent in 2024 or 2025	□ Copies of medical bills ***and*** cancelled checks documenting payment made by you or your parents in 2024 or 2025 that were not covered by health insurance or a copy of your 2024 federal tax return Schedule A. Only include costs <u>not</u> paid through a pre-tax plan (such as a Flexible Spending Account.) Expenses must have already been incurred and paid, not just owed. Certain limits apply.
❑	**Death of a parent** after the FAFSA® has been submitted	□ A copy of the death certificate □ Copies of your parents' 2023 W-2 form(s) □ A signed copy of your parents' 2023 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 in Workday)
❑	**Change in other income** listed on your FAFSA®	□ Contact your Student Financial Services Advisor for instructions.

(Optional) Please provide any additional information regarding your income which should be considered.

_____

_____

_____

CERTIFICATION STATEMENT

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

_____ _____

Student signature and Date

Parent signature and Date
(if requesting adjustment to parent information)

_____

Student's printed name

How to submit forms and documents for financial aid

Upload:

1. Log in to Workday at https://www.myworkday.com/owens/
2. Select **Financials Hub** from the home page or choose **Financials Hub** from the **MENU** in the upper left corner.
3. In the **Suggested Links** section, click on **Financial Aid Resources**
4. Click on the **Submit Financial Aid Documents** link and follow the instructions.

Fax:
(567) 661-7808

In person:
Student Service Center

Mail:
Student Service Center
Owens Community College
30335 Oregon Road
Perrysburg, OH 43551