

| Special Circumstance | Documentation |
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| Child Care Expense | Letter Listing <ol style="list-style-type: none"> a. Name and age of dependent(s) b. Hourly rate paid c. Total monthly cost d. Name, phone number & address of provider |
| Housing Cost | Letter of explanation with a budget per month <ol style="list-style-type: none"> 1. Copy of rental agreement or mortgage payment 2. Copy of most recent monthly utility bills |
| Computer Purchase | Copy of receipt for purchase of a computer (purchased between Summer 2026 and May 2027) |
| Commuting Expense | Letter listing: <ol style="list-style-type: none"> a. Number of miles traveled each day b. How many days per week c. Where you are traveling from |
| Death of a Legal Parent | <ol style="list-style-type: none"> 1. Letter listing: <ol style="list-style-type: none"> a. Relationship of deceased to the student 2. Copy of obituary/death certificate 3. 2024 IRS Tax Return Transcript or signed 2024 Federal Tax Return (Form 1040 & applicable schedules 1-3) & 2024 W-2's for both parents. 4. Verification Worksheet 2026-2027 |
| Separation or Divorce | <ol style="list-style-type: none"> 1. Letter listing: <ol style="list-style-type: none"> a. Letter of explanation 2. Copy of divorce decree or proof of separation 3. 2024 IRS Tax Return Transcript or signed 2024 Federal Tax Return (Form 1040 & applicable schedules 1-3) & 2024 W-2's for both spouses 4. Verification Worksheet 2026-2027 |
| Loss of Benefits | <ol style="list-style-type: none"> 1. Letter listing: <ol style="list-style-type: none"> a. Whose benefits were terminated b. Amount of benefit(s) received for last two years c. Reason for termination d. Projected income and untaxed income to the end of 2026 or a 2025 Tax Return Transcript or signed 2025 Federal Tax Return (IRS Form 1040 & applicable schedules 1-3) & 2025 W-2's 2. Copy of document from provider stating termination of benefits 3. 2025 IRS Tax Return Transcript or signed 2025 Federal Tax Return (Form 1040 & applicable schedules 1-3) & 2025 W-2's 4. Verification Worksheet 2026-2027 |
| Liquidation or Foreclosure | <ol style="list-style-type: none"> 1. Letter Listing: <ol style="list-style-type: none"> a. Type of asset liquidated b. Gross sales proceeds c. List of where proceeds were applied 2. Copy of foreclosure notice 3. 2024 IRS Tax Return Transcript or signed 2024 Federal Tax Return (Form 1040 & applicable schedules 1-3) 4. Verification Worksheet 2026-2027 |
| Loss of Employment | <ol style="list-style-type: none"> 1. Letter listing: <ol style="list-style-type: none"> a. Who lost employment b. Reason for loss of employment c. Income earned and untaxed income (Worker's Compensation, unemployment benefits, disability Benefits, etc.) to date of termination (per family member) d. Projected income and untaxed income to the end of 2026 or a 2025 Tax Return Transcript or signed 2025 Federal Tax Return (IRS Form 1040 & applicable schedules 1-3) & 2025 W-2's 2. Copy of last pay stub from employer 3. 2024 IRS Tax Return Transcript or signed 2024 Federal Tax Return (Form 1040 & applicable schedules 1-3) & 2024 W-2's 4. Verification Worksheet 2026-2027 |
| Parent Enrolled in College | <ol style="list-style-type: none"> 1. Letter listing: <ol style="list-style-type: none"> a. Which parent is enrolled b. Number of enrolled credits c. Enrollment verification form from their college stating the parent is enrolled ½ time or greater in a degree granting program |
| Medical Expenses | <ol style="list-style-type: none"> 1. Letter listing: <ol style="list-style-type: none"> a. Who incurred the expense(s) 2. List of medical expenses incurred (only bills that are paid or on a payment plan will be considered) 3. Copy of Explanation of Benefits from insurance carrier 4. Copy of medical bills |
| Elementary/ Secondary School Tuition | <ol style="list-style-type: none"> 1. Letter listing: <ol style="list-style-type: none"> a. Person from whom tuition is being paid b. Copy of tuition contract |