

2025-2026 Request for Special Consideration/Reevaluation

Student's Name: _____ Student ID: _____

The process of determining a student's eligibility for federal aid is the same for all students. However, we realize that a family's situation may change or there may be special circumstances that cannot be addressed on the Free Application for Federal Student Aid (FAFSA). Therefore, in some cases, the University may consider circumstances that might affect you and your family's ability to contribute to your education. If you believe that you or your family are burdened by special circumstances, please provide all requested documentation along with this completed form and submit it to Financial Aid. Financial Aid will review your information and determine if your circumstances warrant any adjustment(s). If adjustments are made, Financial Aid will make necessary corrections to your FAFSA and send you a revised award notification. ***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.*** Responses can be anticipated within 10-14 business days following the request.

A. Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's ID Number
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Student's Street Address	Student's Date of Birth
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City	State	Zip Code	Student's Email Address
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Student's Home Phone Number (include area code)	Student's Alternate Cell Phone Number
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Parents' Names	Phone Number
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Return this form and all required documentation to Briar Cliff University's Financial Aid office.

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 2023 and 2024 (when available) tax year for all parties.
- Copies of all W-2s for all parties for the 2023 and 2024 (when available) tax years.
- Verification Worksheet (Dependent or Independent, available in the Financial Aid office or at www.briarcliff.edu/future-chargers/tuition-and-aid/financial-aid/verification-forms)

Additional required documentation based on your situation:

1. Required documentation for parents and students making this request due to a change in employment and/or unemployment (all that apply):
 - a. Letter from employer indicating the last day of employment, any severance pay, and/or any benefits that will continue after dismissal.
 - b. Statement from the employer or last paystub showing year-to-date earnings as of the last day of employment for all parties involved.
 - c. Proof of receipt of or denial of unemployment benefits.
 - d. Proof of any disability pay and/or social security benefits, if applicable.

- e. If there has been a reduction in income due to a change in employment, include proof of new salary.
 - f. Proof of the student’s spouse’s income for the most recent tax year (if applicable).
2. Required documentation for divorce or separation (all that apply):
 - a. 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.
 - b. Copy of all W2 forms for the 2023 and 2024 tax years for the supporting parent.
 - c. Proof of any child support and/or alimony received.
 3. Required documentation for loss or change in child support, alimony, social security benefits, disability benefits, and/or unemployment compensation (all that apply):
 - a. Proof of the funding for the most recent tax year.
 - b. Proof of the loss of funds from the awarding agency or attorney (child support and alimony).
 4. Required documentation for nonrecurring income:
 - a. Explanation/documentation of the origin of the money and how the money was spent or invested.
 5. Required documentation for other special conditions not covered by any of the above stipulations:
 - a. Any and 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.

B. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Student’s Signature (Required)
Date

Do not mail this worksheet to the U.S. Department of Education.
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

Financial.Aid@briarcliff.edu