



**2023-2024
SPECIAL CIRCUMSTANCES FORM**

Questions about how to
complete this form?
Call 217-786-2237 or
800-727-4161.
Text 217-920-1096.
www.llcc.edu/financial-aid

Return completed form to:
LLCC Financial Aid
5250 Shepherd Road
Springfield, IL 62703
financial.aid@llcc.edu
*Electronic forms only accepted
from LLCC email addresses.*
217-786-2229 fax

Student Information

STUDENT NAME (LAST, FIRST, MIDDLE INITIAL)		SSN OR STUDENT ID
ADDRESS		
CITY	STATE	ZIP
PHONE NUMBER (INCLUDE AREA CODE)		
STUDENT EMAIL		
PARENT EMAIL (IF APPLICABLE)		

Criteria

A family's 2021 total income is used in determining eligibility for student financial aid in the 2023-2024 academic year.

However, this information may not be an accurate indicator of your ability to pay educational expenses in the 2023-2024 school year. In such cases, the 2022 or 2023 income may be utilized to assess financial need.

NOTE: No Special Circumstance Form will be accepted until you have filed your 2022 and/or 2023 taxes.

Fall Semester: Form must be received by Oct. 6, 2023, and all documentation must be submitted no later than Dec. 5, 2023, for consideration for fall enrollment.

Spring Semester: Form must be received by March 9, 2024, and all documentation must be submitted no later than April 24, 2024, for consideration for spring enrollment.

Office Use Only

(continued)

Prior year special circumstance: <input type="checkbox"/> Yes <input type="checkbox"/> No		Old EFC _____	New EFC _____
Special circumstance approved _____		Special circumstance denied _____	
Comments _____ _____			
Financial aid administrator signature			DATE

2/8/2023

Instructions

This form has four parts. Complete each section, and attach all required documents. You will be contacted at your LLCC student email if your Special Circumstance Form is incomplete or if further documentation is needed.

LLCC Financial Aid will review your appeal upon receipt of the Special Circumstance Form along with the requested documentation. Before your appeal is processed, you may receive an initial award notification based on the results of the original FAFSA data.

Part 1: Tax year to be compared to 2021 income

2022

2023

Part 2: Required information

2023-2024 FAFSA

Results from the 2023-2024 Free Application for Federal Student Aid (FAFSA) must be on file and verified with LLCC Financial Aid before a Special Circumstance Form is considered. Provide the below documentation.

2023-2024 FAFSA

2023-2024 Verification

Household Size Verification Form (select one):

Student Household Size Form (independent students) from LLCC Financial Aid

Parent Household Size Form (dependent students) from LLCC Financial Aid

Who had the change in income? (more than one can be marked)

Student

Student's Spouse

Parent(s)

Provide the following for whoever had the change in income:

2021 IRS tax return transcript or signed 2021 federal tax return, including schedules 1, 2 and 3 (if applicable).

Student

Student's Spouse

Parent(s)

Signed copies of all 2021 W-2s

Student

Student's Spouse

Parent(s)

Provide the following information for the tax year being compared for whoever had the change in income (select one):

2022 – Signed 2022 federal tax return, including Schedules 1, 2 and 3 and all 2021 W-2s.

Student

Student's Spouse

Parent(s)

2023 (If turning in before Nov. 1, 2023) – Most recent pay stub(s) or unemployment benefits statement. We will not accept this until after July 1, 2023.

Student

Student's Spouse

Parent(s)

2023 (If turning in after Nov. 1, 2023, submit documents after your 2023 taxes are filed) – Signed 2023 federal tax return, including Schedules 1, 2 and 3 and all 2023 W-2s.

Student

Student's Spouse

Parent(s)

Rationale

Write a summary of your special circumstance(s).

Typed Statement

(continued)

Part 3: Select your circumstance, and attach all required documentation

Loss/Change in Employment or One-Time Income Received

Documentation of any other income received in 2022 or 2023 for you/your spouse or parents; attach a copy of appropriate documentation for one-time income received

Separation/Divorce of Parents or from Spouse

Attach separation papers or agreement, divorce decree/settlement, or letter from a participating attorney or mediator stating marital status, OR, if no formal agreement is initiated, please document separate residences

Death of Parent or Spouse

Name and relationship to student (provide in typed statement)

Attach copy of death certificate

Loss of Benefits

Child Support – Attach a copy of court or child service agency documents stating benefit ending date and monthly amount received

Social Security – Attach a copy of notification of loss of social security income; include benefit ending date and monthly amount received

Unemployment Benefits – Attach copy of notification of loss of unemployment income stating benefit ending date and monthly amount received.

Extraordinary Medical Expense(s) *(Insurance premiums/expenses covered by insurance may **not** be included in this total.)*

Copies of PAID receipts and/or cancelled checks incurred throughout either 2021 or 2022

Part 4: Certification and signature

I certify that the information provided in this form is true and complete to the best of my knowledge. If my situation changes, I am responsible for notifying LLCC Financial Aid of any estimated changes. I also agree to provide additional proof of the information given if requested by LLCC Financial Aid. I understand that if the information is incomplete or lacks the required documentation, no action will be taken.

STUDENT SIGNATURE (REQUIRED – Sign printed form.)

DATE

PARENT SIGNATURE (REQUIRED – IF DEPENDENT STUDENT – Sign printed form.)

DATE