

2018–2019 Dependent Student Extenuating Circumstance Form

The Financial Aid Department recognizes that you may have extenuating circumstances that affect your financial situation. If you believe the Free Application for Federal Student Aid (FAFSA) does not reflect an accurate financial picture, you may submit this request to have your FAFSA reviewed.

We are granted authority by federal law [Public Law 102-325, Sec 479(A)] "... on the basis of adequate documentation, to make adjustments on a case by case basis to the cost of attendance or the values of the data items required to calculate the expected student or parent contribution."

The following are examples of extenuating circumstances: layoffs, reduction of income or benefits, unusual medical and dental expenses, supporting other relatives, elementary and secondary school costs, child-care and dependent-care costs, or unusual debts.

So you are aware, federal regulations require that we verify your FAFSA before adjusting any data elements. This is done to ensure that all data elements on your FAFSA are correct before any adjustments are made.

We are required under federal regulations to collect the following documentation before adjusting any data elements on your FAFSA:

- This **Dependent Student Extenuating Circumstance Form**
- Completed **2018-2019 Dependent Verification Documentation**
- **Consent for Release of Student Financial Aid Information Form** (with parental information)
- **Signed** copies of your and your parent’s **2017 federal tax returns** (include all W2s and schedules)
- **A letter explaining your extenuating circumstances** (this should be typed, well written and provide a comprehensive description of your situation)
- **Documentation supporting the situation you describe in your letter of explanation** (documentation may include but is not limited to unemployment checks, proof of last date of employment, divorce decrees, hospital bills, etc.)

Please be advised that we cannot guarantee that this request will be approved, that any changes to the data elements on your FAFSA will result in increased financial aid, or that similar future requests will be approved.

WCTC ID number	Student’s last name	Student’s first name	MI
Address		City	State Zip
Area of study	Email address		Semester/Year

Please submit this Independent Extenuating Circumstance Form and all other required documentation to the Financial Aid Department in person, by mail, by fax, or by email. Our address, fax number, and email are listed at the top of this page.

