Special Circumstances Financial Aid Application 2027-2028

Revised: 11/3/26

Nelson University's Financial Aid Office understands that sometimes a student's FAFSA does not always give an accurate picture of the student's financial situation. This Special Circumstances Application will assist you in reporting changes in your financial circumstances that may affect your eligibility for financial aid.

Student's Full Name _____

Social Security # _____ Date of Birth _____

Phone Number _____ Email Address _____

The Following Items are REQUIRED to Consider a Special Circumstances Application!

1. **FAFSA:** Complete your 2027-2028 FAFSA application at www.fafsa.gov before submitting this application.

2. **LETTER:** Submit a detailed letter that explains the circumstances that have caused an income reduction. Be as detailed as possible because we need to know exactly what has occurred to cause a change in your family's financial situation. You can send this statement via email to financialaid@nelson.edu or turn in a hard copy along with this application.

3. **DOCUMENTATION:** Based on your situation, Nelson University must collect certain documentation. Please review the typical documentation needed based on your special circumstance selected below. You will be emailed to the email address you indicated above to let you know if any additional documentation is required.

4. **SPECIAL CIRCUMSTANCES APPLICATION:** Select the correct option below and submit this application.

❑ Loss of employment or drastic change in income

Documentation Needed: Your letter referenced in #2 above should specifically list who lost their job or had a drastic change in income. **You should state if that person is receiving unemployment compensation**, when the loss occurred and provide proof of job loss (letter from HR department, final pay stub, etc.)

❑ Divorce or separation

Documentation Needed: Your letter referenced in #2 above should list the date of divorce or separation. You must submit a copy of the divorce decree or the divorce petition verifying separation or document expenses from two households.

❑ Death of parent or spouse

Documentation Needed: Submit a copy of the death certificate.

❑ Extremely high expenses (medical, natural disaster, etc.)

Documentation Needed: Your letter referenced in #2 above should list the specifics of your situation. You must submit documentation showing the expenses that have been paid out of pocket and not covered by insurance (submit receipts, etc.)

❑ Dependent student has gotten married since submitting FAFSA

Documentation Needed: You will have to submit a Verification Worksheet, tax return transcripts for student and spouse and a copy of the marriage license.

❑ 2025 taxes on FAFSA had unusually high income

Documentation Needed: You must submit documentation that identifies the source of income and how funds were spent or invested and why they are not available as a resource for the upcoming year.

❑ Other: Please explain in detail when submitting your letter.

Certification: By signing below, I certify that all information on this form is true and complete to the best of my knowledge.

_____ _____

Student's Signature Date Parent Signature (If a dependent student) Date

This **completed & signed** form can be submitted via:
Mail: Nelson University, Attn: Financial Aid, 1200 Sycamore St, Waxahachie, TX 75165, **Fax:** (682)224-8644, **Email:** financialaid@nelson.edu

Financial Aid Office Use Only: ❑ Approved Old SAI: _____ New SAI: _____ ❑ Denied

Financial Aid Official _____ Date _____