ALMA COLLEGE

614 West Superior Street, Alma, Michigan 48801-1599
Phone (989) 463-7347
Email finaid@alma.edu

2027-28 SPECIAL CIRCUMSTANCES APPEAL

Occasionally, unusual circumstances exist that may warrant reconsideration of financial aid eligibility. These special circumstances may be either changes that have occurred in your family circumstances since you filed the Free Application for Federal Student Aid (FAFSA) or unusual family circumstances not accounted for on the FAFSA. On the following pages we have listed the circumstances that most commonly qualify a student to file a Special Circumstances request. Select as many circumstances that fit your current situation.

_____	_____	_____
STUDENT LAST NAME	**STUDENT FIRST NAME**	**STUDENT ID**

_____	_____			_____
ADDRESS	**CITY**	**STATE**	**ZIP**	**PHONE NUMBER**

Please check the box that indicates the reason you are requesting a special circumstances appeal, and attach the requested documentation.

☐ Loss of income from work due to layoff, termination, or reduction in employment hours.

Who has been out of work? Student? Spouse? Parent? _____
Date of layoff or termination: _____
Is parent/student/spouse receiving unemployment benefits? _____
Did the parent/student/spouse receive a several package? _____

Documentation Required:

- A signed (by student and parent) letter describing the situation.
- Completed Special Circumstance Appeal Form.
- Copies of all 2026 W-2 Forms and 2026 Signed Tax Return.
- Letter from employer verifying loss of employment including the effective date.
- Proof of unemployment benefits.
- Documentation of severance pay received.

☐ Divorce or separation has occurred since filing the Free Application for Federal Student Aid (FAFSA).

Please note that your parents must reside in separate household and provide documentation of separate residences.

Date of separation/divorce: _____

Documentation Required:

- A signed (by student and parent) letter describing the situation.
- Completed Special Circumstance Appeal Form.
- Copies of all 2026 W-2 Forms and 2026 Signed Tax Return.
- Copy of legal separation/divorce paperwork.
- Documentation of spousal support or child support.

☐ Death of a spouse of parent(s) has occurred since filing the Free Application for Federal Student Aid (FAFSA).

Name of parent who passed away: _____
Date of death: _____

Documentation Required:

- A signed (by student and parent) letter describing the situation.
- Completed Special Circumstance Appeal Form.
- Copy of death certificate.
- Proof of survivor's benefits, if applicable.
- Copies of all 2026 W-2 Forms and 2026 Signed Tax Return.

☐ A one-time nonrecurring income was receiving during 2024 (i.e. inheritance, bonus pay, IRA or pensions distribution).

Consideration for a one-time income occurrence may be reviewed only **once** during a student's enrollment at Alma College.

Documentation Required:

- A signed (by student and parent) letter describing the situation.
- Completed Special Circumstance Appeal Form.
- Copies of all 2025 W-2 Forms, 2025 1099s, and 2025 Signed Tax Return.
- Written explanation explaining the reason for early withdrawal.

☐ Medical or Dental Expenses paid by your family.

Documentation Required:

- A signed (by student and parent) letter describing the situation.
- Completed Special Circumstance Appeal Form.
- Copies of all 2026 W-2 Forms and 2026 Signed Tax Return.
- Copy of Schedule A – Itemized Deductions from your federal tax return.
- Copies of supporting documentation showing proof of out-of-pocket payments.

Additional Information:

- Do not include payments covered by insurance or other resources.
- We cannot take into consideration payment made by insurance, unpaid invoices, explanation of benefits, or account statements.

☐ Elementary/Secondary Private School Tuition paid in 2026

Documentation Required:

- A signed (by student and parent) letter describing the situation.
- Completed Special Circumstance Appeal Form.

- Copies of all 2026 W-2 Forms and 2026 Signed Tax Return.
- Copies of your bill or letter from the school documenting the cost and any assistance received. This must be for the 2026-2027 academic year.

CERTIFICATION

By signing this worksheet, we certify that all of the information reported on this worksheet is complete and correct.

_____	_____
Student's Signature	**Date**
_____	_____
Parent's Signature	**Date**

PLEASE SUBMIT THIS FORM TO THE ALMA COLLEGE FINANCIAL AID OFFICE

614 West Superior Street, Alma, Michigan 48801-1599 Telephone (989) 463-7347 Fax (989)463-7993

finaid@alma.edu

→ **UPLOAD YOUR DOCUMENTS TO ALMA COLLEGE:** alma.edu/fadocupload