



2023-2024 SPECIAL CIRCUMSTANCE APPLICATION

Circumstance: Dependent Student/Parent Loss or Reduction of Benefits

An approved Special Circumstance Application does not guarantee an increase in financial aid.

Deadline to submit application and all required documentation is October 1, 2023.

Student Name: _____ Kent State ID Number: _____

Permanent Address: _____

Phone Number: _____ Kent State email address: _____

SECTION 1: PARENT INFORMATION

Include parent information only if that parent was included on the FAFSA.

FAFSA Parent	SSN (last 4 digits)	Last Name	First Name	Date of Birth
Parent/ Stepparent #1	XXX-XX-			
Parent/ Stepparent #2	XXX-XX-			

FAFSA Parent(s) Marital Status (check one):

- ☐ Married/Remarried ☐ Never Married
☐ Divorced/Separated ☐ Widowed
☐ Not Married but live together

Date of Marital Status: _____

SECTION 2: HOUSEHOLD INFORMATION

Please list below anyone who will be in the above parent's household from July 1, 2023 – June 30, 2024. The above parent must provide at least 51% of the person's financial support to include them in the household. Do not include foster children or children for which they are paying child support. Do not include the student or the above parent. If the above parent has remarried, the stepparent must be included.

First and Last Name of Household Member	Date of Birth	Relationship to Student	Will this person live in your parent's household through June 30, 2024?	Will your parents support this person at least 51% through June 30, 2024?	Name of college they will attend at least half time during 2023-2024 (if applicable)
			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Attach additional sheet of paper if necessary.

SECTION 3: STATEMENT

Who experienced the loss? Parent 1 _____ Parent 2 _____ Student _____ Date of Loss: _____

What type of benefit was lost? _____

Provide a brief explanation of what occurred that resulted in the loss of benefits.

SECTION 4: STUDENT TAX FILING STATUS AND REQUIRED DOCUMENTATION

2021 Tax Information – Choose the student's federal tax filing status: **SELECT ONLY ONE OPTION**

☐

OPTION #1

I completed a 2021 IRS Federal Income Tax Return.

Select one option below:

- ☐ I used the IRS Data Retrieval Tool on the FAFSA.
- ☐ I will submit a signed copy of my 2021 IRS Federal Income Tax Return (including all schedules) or an IRS Tax Return Transcript (*We do not need copies of City/State Tax Returns.*)

OR

☐

OPTION #2

I did not work in 2021. I will not file, and I am not required to file a 2021 IRS Federal Income Tax Return.

You must sign this statement:

I, _____, certify that I was not required to file and will
(Student signature) not file a 2021 IRS Federal Income Tax Return.

OR

☐

OPTION #3

I worked in 2021, but I am not required to file a 2021 IRS Federal Income Tax Return.

You must sign this statement:

I, _____, certify that I was not required to file and will
(Student signature) not file a 2021 IRS Federal Income Tax Return.

The following *MUST* be submitted:

- Copies of 2021 W-2 forms from all employers (if applicable)
- List below all your employers and the amount you earned from each in 2021 (attach additional sheet of paper if necessary)

Employer's Name	2021 Earnings	Was a W-2 Issued?
		<input type="checkbox"/> YES – Submit copy with worksheet <input type="checkbox"/> NO – Please explain
		<input type="checkbox"/> YES – Submit copy with worksheet <input type="checkbox"/> NO – Please explain

SECTION 5: PARENT TAX FILING STATUS AND REQUIRED DOCUMENTATION

2021 Tax Information – Choose the parent’s federal tax filing status: SELECT ONLY ONE OPTION

☐

OPTION #1

The parents/stepparent on my FAFSA completed a joint or separate 2021 IRS Federal Income Tax Return(s).

Select one option below:

- ☐ They used the IRS Data Retrieval Tool on the FAFSA
- ☐ They will submit a signed copy of their 2021 IRS Federal Income Tax Return(s) (including all schedules) or an IRS Tax Return Transcript(s) *(We do not need copies of City/State Tax Returns.)*

OR

☐

OPTION #2

All parents/stepparent on the FAFSA **did not work** in 2021. They are not required to file and will not file a 2021 IRS Federal Income Tax Return.

The following MUST be submitted:

- ☐ IRS Non-Filing Letter each parent/stepparent on the FAFSA for 2021 **(Refer to Section 9)**

Parent(s)/Stepparent must sign this statement:

I, _____, certify that I was not required to file and will
(Parent/Stepparent signature) not file a 2021 IRS Federal Income Tax Return.

I, _____, certify that I was not required to file and will
(Parent/Stepparent signature) not file a 2021 IRS Federal Income Tax Return.

OR

☐

OPTION #3

The parents/stepparent on the FAFSA worked in 2021 but were not required to file a 2021 IRS Federal Income Tax Return.

Parent/Stepparent must sign this statement:

I, _____, certify that I was not required to file and will
(Parent/Stepparent signature) not file a 2021 IRS Federal Income Tax Return.

I, _____, certify that I was not required to file and will
(Parent/Stepparent signature) not file a 2021 IRS Federal Income Tax Return.

The following MUST be submitted:

- ☐ IRS Non-Filing Letter for each parent/stepparent on the FAFSA for 2021 **(Refer to Section 9)**
- ☐ Copies of 2021 W-2 forms from all employers for each parent/stepparent on the FAFSA
- ☐ List below all employers and the amount earned in 2021 for each parent/stepparent on the FAFSA (attach additional sheet of paper if necessary)

Employer’s Name	Parent/Stepparent Name	2021 Earnings	Was a W-2 Issued?
			<input type="checkbox"/> YES – Submit copy with worksheet <input type="checkbox"/> NO – Please explain
			<input type="checkbox"/> YES – Submit copy with worksheet <input type="checkbox"/> NO – Please explain

SECTION 6: UNTAXED INCOME INFORMATION

If a section does not apply, enter a zero.

Year	Untaxed Income Information. Information is found on the Federal Income Tax Return	Student	Parent(s) or Stepparent
2021	Untaxed portions of Individual Retirement Account (IRA) Distributions and Pensions reported on Federal Income Tax Return (Lines 4a + 4c) minus (Lines 4b + 4d). If negative, enter zero. Check the box if this was a rollover.	\$ _____ <input type="checkbox"/> Rollover	\$ _____ <input type="checkbox"/> Rollover

SECTION 7: ADDITIONAL REQUIRED DOCUMENTATION

- ☐ Documentation showing total year-to-date benefit amount received.
- ☐ Documentation showing ending date of benefit.

SECTION 8: CERTIFICATION STATEMENT

This form must be signed by the student and at least one FAFSA parent.

The signatures must be hand-written – we cannot accept electronic signatures on this form.

By signing this application, you hereby affirm that all information reported on this form and any attachment hereto is true, complete, and accurate to the best of your knowledge. If asked by an authorized official, you agree to provide additional proof of information provided on this form. You understand that the Student Financial Aid Office at Kent State University will correct the FAFSA application, as necessary, based on the information submitted. You agree that you understand that if you received federal student aid based on incorrect information, you will need to repay it. You may also be required to pay fines and fees. By signing below, you certify that you (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, (2) are not in default on a federal student loan or have made satisfactory arrangements to repay it, (3) do not owe money back on a federal student grant or have made satisfactory arrangements to repay it, (4) will notify your college if you default on a federal student loan and (5) will not receive a Federal Pell Grant from more than one college for the same period of time.

Student Signature

Date

Parent Signature

Date

SECTION 9: IMPORTANT DOCUMENTATION INFORMATION

Federal Income Tax Return or IRS Tax Return Transcript

An IRS Federal Income Tax Return Transcript can be obtained online or by mail, free of charge, by visiting www.irs.gov (click on “Get My Tax Record”) or by calling **1-800-908-9946**. Be sure to request a **“Return Transcript”** and **not** an **“Account Transcript.”** Federal financial aid policies do not allow us to accept a copy of your state tax return.

- If you filed a 2021 Federal Income Tax Return and you did not originally use the IRS Data Retrieval Tool when you filed the FAFSA, you may submit a correction at fafsa.gov and use the tool instead of submitting an IRS Federal Tax Return or Transcript. Some tax filers may not be able to use the IRS Data Retrieval Tool. If that applies to you, submit the IRS Tax Return or Transcript.
- If you filed an amended tax return for 2021, you must provide a copy of your tax transcript (which will include only information from the original tax return) and a signed copy of the 2021 IRS form 1040X that was filed with the IRS.
- If you or your parent/stepparent has a 2021 tax extension beyond the automatic six-month extension, you must submit IRS form 4868 for tax year 2021, a copy of the IRS’s approval of an extension beyond six months, and a copy of all 2021 W-2’s. Additionally, you must submit an IRS Non-Filing Letter dated after October 1, 2022.
- If you were a victim of IRS tax-related identity theft and cannot obtain an IRS Tax Return Transcript, you can instead provide a Tax Return Database View (TRDBV) Transcript and a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft. You must contact the IRS at 1-800-904-4490 to request a TRDBV Transcript.
- If you filed a foreign 2021 tax return or a tax return with Guam, the Northern Mariana Islands, Puerto Rico, or the U.S. Virgin Islands, please contact the One Stop for Student Services for further instructions.

IRS Non-Filing Letter

If you did not file a 2021 federal income tax return and were not required to file, an IRS Non-Filing Letter can be obtained online or by mail, free of charge, by visiting www.irs.gov (click on “Get My Tax Record”) or by calling **1-800-908-9946**. To obtain an IRS non-filing letter, individuals must complete the process for requesting a tax transcript as listed above. The IRS will provide a non-filing letter only if a return was not filed.