



UNIVERSITY  
of HAWAII  
HILO

Financial Aid Office

## 2022 – 2023 Independent Student

### REQUEST FOR REVIEW OF SPECIAL CIRCUMSTANCE(S)

The 2022-2023 Free Application for Federal Student Aid (FAFSA) uses your family’s 2020 calendar year income to determine your financial aid eligibility. It is assumed that this is an accurate predictor of your family’s financial strength during the academic year. We understand however, that this may not be the case. Federal Regulations allow us to adjust the FAFSA to reflect more realistic information when a family’s income is drastically reduced from one year to the next. If you would like to request a re-evaluation, please complete this form and attach all supporting documents.

Name: \_\_\_\_\_ UH ID Number: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number ( ) - \_\_\_\_\_

**REASON FOR REQUEST:**  
 Please use the space below to explain in detail, your special circumstance or reduction in income. Include the specific dates of when these changes occurred. If additional space is needed, attach a separate sheet.

#### Certification Statement

The information contained in this Request for Review of Special Circumstances, including any supporting documents is true and complete to the best of my knowledge. I understand that the submittal of this request does not guarantee a change in my financial aid eligibility.

\_\_\_\_\_  
Student Signature (required) Date

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You must review the information on your FAFSA and compare it to your family's 2021, 2022 and/or your expected income from July 1, 2022—June 30, 2023. From the options below, select the reason that best describes your special circumstance or the reason for the reduction in income. Submit the corresponding documentation that most accurately reflects your current income situation.

Reason for Reduction in Income		Documents That May be Required																									
<input type="checkbox"/>	Loss of <u>or</u> Change in Employment	Use <b>2021 or 2022</b> income (instead of 2020): <ul style="list-style-type: none"> <li>Signed copy of your <b>2021 or 2022</b> 1040 IRS Tax Return (or tax return transcripts), W-2s and Schedules 1, 2, and 3 (if applicable)</li> <li>Verification of Non-Taxable Income such as child support received, workers' compensation, etc. (if applicable)</li> </ul>	Use expected income from July 1, 2022—June 30, 2023 (instead of 2020): <ul style="list-style-type: none"> <li>Indicate the total amount of income received from July 1, 2022 to current \$_____</li> <li>What is your Expected Income from current to June 30, 2023? \$_____</li> <li>Please submit an explanation of how these figures were calculated along with documentation to verify these amounts. E.g. last pay stub with YTD earnings, unemployment benefits document, non-taxable income verification, etc.</li> </ul>																								
<input type="checkbox"/>	Divorce or Separation	<ul style="list-style-type: none"> <li>Signed copy of your 2020, 2021 or 2022 1040 IRS Tax Return or Tax Return Transcript (if not already on file at FAO)</li> <li>2020 W-2s and/or other wage and income statements for corresponding year</li> <li>Copy of legal separation, divorce decree, death certificate or other documentation to verify situation.</li> <li>Complete the table below with your updated household information. Include yourself, your children and other people, if they now live with you and you will continue to provide more than half of their support from July 1, 2022 through June 30, 2023.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Full Name</th> <th style="width: 10%;">Age</th> <th style="width: 20%;">Relationship</th> <th style="width: 30%;">College</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;"><i>Self</i></td> <td style="text-align: center;"><i>UH Hilo</i></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Full Name	Age	Relationship	College			<i>Self</i>	<i>UH Hilo</i>																
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<input type="checkbox"/>	Death of Spouse																										
<input type="checkbox"/>	One-time receipt of taxable income (e.g. IRA, pension distributions or withdrawals, etc.)	<ul style="list-style-type: none"> <li>Signed copy of your 2020 1040 IRS Tax Return or Tax Return Transcript (if not already on file at FAO)</li> <li>1099-R or other documentation to verify one-time income.</li> <li>Please use this space to explain how the money was spent:</li> </ul>																									
<input type="checkbox"/>	Student or Spouse Retired	<ul style="list-style-type: none"> <li>Signed copy of your 2020, 2021 or 2022 1040 IRS Tax Return or Tax Return Transcript (if not already on file at FAO)</li> <li>W-2(s) or earning statement for retired student or spouse for corresponding year</li> <li>Indicate annual amount of retirement income \$_____ Is this amount taxable? <input type="checkbox"/>Yes <input type="checkbox"/>No</li> <li>Verification of retirement income</li> </ul>																									
<input type="checkbox"/>	Other (such as Cost of Attendance adjustments, etc.)	<ul style="list-style-type: none"> <li>If you selected 'Other', please briefly describe your reason here:</li> <li>Submit documentation to verify this reduction in your household income.</li> </ul>																									

**Return this form along with any other required documentation to:**

UH Hilo Financial Aid Office, 200 W. Kawili Street, Hilo, HI 96720-4091, by email: [uhhfao@hawaii.edu](mailto:uhhfao@hawaii.edu), or by fax: 808-932-7797.