



Financial Aid Office

# 2023 – 2024 Dependent Student

UNIVERSITY  
of HAWAII\*

HILO

## REQUEST FOR REVIEW OF SPECIAL CIRCUMSTANCE(S)

The 2023-2024 Free Application for Federal Student Aid (FAFSA) uses your family’s 2021 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 family’s 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (please print)

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You must review the information on your FAFSA and compare it to your family's 2022 and 2023 (expected) income. 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																									
Parent(s) Loss of <u>or</u> Change in	<p>Use parent <b>2022</b> income (instead of 2021):</p> <ul style="list-style-type: none"> <li>Signed copy of your parents' <b>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' comp, etc. (if applicable)</li> </ul>	<p>Use parent <b>2023</b> income (instead of 2021):</p> <ul style="list-style-type: none"> <li>Indicate the total amount of income received from January 1, 2023 to current \$_____</li> <li>What is your Expected Income from current to December 31, 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>																									
Divorce or Separation of Parents	<ul style="list-style-type: none"> <li>Signed copy of parents' 2021 1040 IRS Tax Return or Tax Return Transcript (if not already on file at FAO)</li> <li>2021 W-2s and/or other wage and income statements</li> <li>Copy of legal separation, divorce decree, death certificate or other documentation to verify situation.</li> <li>Complete the table below for the parent with whom you lived more during the past 12 months (or who provided more financial support). Include your siblings and/or other people whom your parent provides and will continue to provide more than half of their support from July 1, 2023 through June 30, 2024.</li> </ul>																										
Death of Parent	<table border="1"> <thead> <tr> <th>Full Name</th> <th>Age</th> <th>Relationship</th> <th>College</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td><i>Self</i></td> <td><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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One-time receipt of taxable income (e.g. IRA, pension distributions or withdrawals, etc.)	<ul style="list-style-type: none"> <li>Signed copy of the 2021 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>																										
Parent Retired	<ul style="list-style-type: none"> <li>Signed copy of parents' 2021 1040 IRS Tax Return or Tax Return Transcript (if not already on file at FAO)</li> <li>2021 W-2(s) for retired parent</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>																										
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 your request.</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.