



Financial Aid Office

2023 – 2024 Independent 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 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

OVER

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																									
Loss of <u>or</u> Change in Employment	Use 2022 income (instead of 2021): <ul style="list-style-type: none"> Signed copy of your 2022 1040 IRS Tax Return (or tax return transcripts), W-2s and Schedules 1, 2, and 3 (if applicable) Verification of Non-Taxable Income such as child support received, workers' compensation, etc. (if applicable) 	Use 2023 income (instead of 2021): <ul style="list-style-type: none"> Indicate the total amount of income received from January 1, 2023 to current \$_____ What is your Expected Income from current to December 31, 2023? \$_____ 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. 																								
Divorce or Separation Death of Spouse	<ul style="list-style-type: none"> Signed copy of your 2021 1040 IRS Tax Return or Tax Return Transcript (if not already on file at FAO) 2021 W-2s and/or other wage and income statements Copy of legal separation, divorce decree, death certificate or other documentation to verify situation. 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, 2023 through June 30, 2024. <table border="1" data-bbox="386 1035 1539 1287"> <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"> Signed copy of your 2021 1040 IRS Tax Return or Tax Return Transcript (if not already on file at FAO) 1099-R or other documentation to verify one-time income. Please use this space to explain how the money was spent: 																									
Student or Spouse Retired	<ul style="list-style-type: none"> Signed copy of your 2021 1040 IRS Tax Return or Tax Return Transcript (if not already on file at FAO) 2021 W-2(s) for retired student or spouse Indicate annual amount of retirement income \$_____ Is this amount taxable? <input type="checkbox"/>Yes <input type="checkbox"/>No Verification of retirement income 																									
Other (such as Cost of Attendance adjustments, etc.)	<ul style="list-style-type: none"> If you selected 'Other', please briefly describe your reason here: Submit documentation to verify your request. 																									

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, or by fax: 808-932-7797.