



**SPECIAL CIRCUMSTANCE APPEAL CHECKLIST**

Please review below to determine which special circumstance applies to you. Required documentation (listed below) must be submitted together to avoid delays in processing your request. In some cases, the Office of Financial Aid may need to request additional information.

**NOTE:** *If you have filed your 2022-2023 FAFSA and received an EFC of 0, or if your estimated income for 2022 is approximately the same or higher than your 2020 income, submitting a Special Circumstance appeal will not result in a change of your financial aid offer.*

SPECIAL CIRCUMSTANCE	FOR DEPENDENT STUDENTS	FOR INDEPENDENT STUDENTS	REQUIRED DOCUMENTATION
<input type="checkbox"/> <b>Loss of Employment</b>	You and/or your parent(s)' earned income for 2022 will be less than that earned in 2020.	Your (and/or your spouse's) earned income for 2022 will be less than that earned in 2020.	<ul style="list-style-type: none"> <li>• Dependent/ Independent Verification Worksheet</li> <li>• Signed 2020 Federal Income Tax Return</li> <li>• 2022-2023 Income/Benefit Change Form</li> <li>• Signed Formal Letter of Appeal detailing circumstances.</li> <li>• Termination notice from employer.</li> <li>• Last pay stub showing year-to-date earnings.</li> <li>• Unemployment benefit notice.</li> <li>• Documentation to substantiate loss of funds.</li> </ul>
<input type="checkbox"/> <b>Loss of Income/Benefits</b>  e.g. Alimony, Child Support, Retirement/Pension, Worker's Compensation.	You and/or your parent(s) received benefits in 2020 which have ceased or been reduced in 2022.	You and/or your spouse received benefits in 2020 which have ceased or been reduced in 2022.	<ul style="list-style-type: none"> <li>• Dependent/ Independent Verification Worksheet</li> <li>• Signed 2020 Federal Income Tax Return</li> <li>• 2022-2023 Income/Benefit Change Form</li> <li>• Signed Formal Letter of Appeal detailing circumstances.</li> <li>• Documentation to substantiate loss of funds.</li> </ul>
<input type="checkbox"/> <b>Change in Family Structure</b>	Your parents separated or divorced after filing the FAFSA  <b>OR</b> A parent listed on the FAFSA died after submitting the FAFSA.	You and your spouse separated or divorced after filing the FAFSA  <b>OR</b> A spouse listed on the FAFSA died after submitting the FAFSA.	<ul style="list-style-type: none"> <li>• Dependent/ Independent Verification Worksheet</li> <li>• Signed 2020 Federal Income Tax Return</li> <li>• 2022-2023 Dependent/Independent Change in Family Structure Form</li> <li>• Signed Formal Letter of Appeal detailing circumstances.</li> <li>• Divorce decree, Legal separation agreement, and/or Proof of separate addresses <b>OR</b></li> <li>• Copy of death certificate</li> <li>• Copy of 2020 W-2</li> </ul>
<input type="checkbox"/> <b>Medical/Dental Expenses Not Covered by Insurance</b>	Medical expenses paid in 2020 by you and/or your parent(s) exceeded 7.5% of the total household income earned in 2020 <b>OR</b> estimated medical expenses not reimbursed by insurance in 2022 that will exceed 7.5% of the total household income earned in 2022.	Medical expenses paid in 2020 by you and/or your spouse exceeded 7.5% of the total 2020 household income <b>OR</b> estimated medical expenses not reimbursed by insurance in 2022 that will exceed 7.5% of the total household income earned in 2022.	<ul style="list-style-type: none"> <li>• Dependent/ Independent Verification Worksheet</li> <li>• Signed 2020 Federal Income Tax Return</li> <li>• 2022-2023 Medical Expenses Form</li> <li>• Signed Formal Letter of Appeal detailing circumstances.</li> <li>• Itemized statements from medical providers showing the name of the patient, date(s) of treatment, charges and patient payments.</li> <li>• For estimated expenses, provide documentation regarding the medical condition, treatment, and cost for expenses not covered by insurance.</li> </ul>

**PLEASE SUBMIT COPIES AS DOCUMENTATION WILL NOT BE RETURNED.**

You can submit this form via email to [financialaid@ben.edu](mailto:financialaid@ben.edu); fax the document to 630-829-6101; or upload the completed form to the Financial Aid dropbox located on our [website](#).