



Review the chart below to determine which special circumstance situation applies to you or your family. All required documentation must be submitted together to avoid delays in processing your request. Due to the complexity of the special circumstances appeal, please allow up to 2-3 weeks for processing once all required documentation is received. Each request is evaluated on a case-by case basis. Because of the individualized nature of these requests, we may request additional information. All communications regarding approval, denial or requests for additional information will be directed to the student's BU email address.

NOTE: If you have filed your 2023-2024 FAFSA and received an EFC of 0, submitting a Special Circumstance appeal will not result in a change of your financial aid offer. Instead, we encourage you to complete our [2023-24 Reconsideration for Additional Financial Assistance form](#).

Special Circumstance	Student and Parent (or Spouse)	Required Documentation
Loss of Employment or reduction of work hours	You and your parent (or spouse) earned income for 2022 will be less than that earned in 2021.	<ul style="list-style-type: none"> o Submit an appeal letter detailing the circumstances o Dependent / Independent Verification Worksheet o Signed 2021 Federal Income Tax Return o 2023-2024 Income/Benefit Change Form o Termination documentation from employer o Last pay stub showing year-to-date and/or current earnings o Unemployment benefit documentation
Loss of Benefits <i>e.g. Alimony, Child Support, Retirement/Pension, Worker's Compensation</i>	You and your parent (or spouse) received benefits in 2022 which have ceased or been reduced in 2023.	<ul style="list-style-type: none"> o Submit an appeal letter detailing the circumstances o Dependent / Independent Verification Worksheet o Signed 2021 Federal Income Tax Return o 2023-2024 Income/Benefit Change Form o Documentation substantiating loss of funds
Change in Family Structure <i>e.g. Divorce, Separation, or Widowed</i>	Your parent (or your spouse) divorced, separated or died after submitting the 2023-24 FAFSA	<ul style="list-style-type: none"> o Submit an appeal letter detailing the circumstances o Dependent / Independent Verification Worksheet o Signed 2021 Federal Income Tax Return o 2023-2024 Change in Family Structure Form o Divorce decree, Legal separation agreement, and/or Proof of separate addresses o Copy of death certificate
Extremely High Medical Expenses Not Covered by Insurance	Medical expenses paid in 2022 by you or your parent (or spouse) exceeded 10% of the total household income earned in 2022	<ul style="list-style-type: none"> o Submit an appeal letter detailing the circumstance o Dependent / Independent Verification Worksheet o Signed 2021 Federal Income Tax Return o 2023-2024 Medical Expenses Form o Provide documentation regarding the medical condition, treatment, and cost for expenses not covered by insurance.

Circumstances regarding: Voluntarily decreasing work hours, resigning or leaving job voluntarily to attend college or extensive credit card debt will not be considered.

PLEASE SUBMIT COPIES AS DOCUMENTATION WILL NOT BE RETURNED.

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