



Review the chart below to determine which circumstance situation applies to you and/or your family. All required documentation must be submitted together to avoid delays in processing your request. Each request is evaluated on a case-by case basis. Because of the individualized nature of these requests, we may request additional documentation. 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 2024-2025 FAFSA and received a SAI of 0 or less, submitting a Special Circumstance appeal will not result in a change of your financial aid offer. Instead, we encourage you to complete our [2024-25 Reconsideration for Additional Financial Assistance form](#).*

**Step 1: Explanation of Circumstance**

Provide a detailed explanation statement signed and dated regarding your current situation that you are asking us to consider. Please remember to include any documentation supporting your circumstance.

**Step 2: Situation and supporting documentation requirement**

Special Circumstance	Student and Parent (or Spouse)	Required Documentation
<b>Loss of Employment or reduction of work hours</b>	You and your parent (or spouse) earned income for 2023 and/or 2024 will be less than that earned in 2022.	<ul style="list-style-type: none"> <li>o <a href="#">Dependent / Independent Verification Worksheet</a></li> <li>o Signed <b>2023</b> Federal Income Tax Return</li> <li>o <a href="#">2024-2025 Income/Benefit Change Form</a></li> <li>o Termination documentation from employer</li> <li>o Last pay stub showing year-to-date and/or current earnings</li> <li>o Unemployment benefit documentation</li> </ul>
<b>Loss of Benefits</b> <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 and/or 2024.	<ul style="list-style-type: none"> <li>o <a href="#">Dependent / Independent Verification Worksheet</a></li> <li>o Signed <b>2023</b> Federal Income Tax Return</li> <li>o <a href="#">2024-2025 Income/Benefit Change Form</a></li> <li>o Documentation substantiating loss of funds</li> </ul>
<b>Change in Family Structure</b> <i>e.g. Divorce, Separation, or Widowed</i>	Your parent (or your spouse) divorced, separated or died <b>after</b> submitting the 2024-25 FAFSA.	<ul style="list-style-type: none"> <li>o <a href="#">Dependent / Independent Verification Worksheet</a></li> <li>o Signed <b>2023</b> Federal Income Tax Return</li> <li>o <a href="#">2024-2025 Change in Family Structure Form</a></li> <li>o Divorce decree, Legal separation agreement, and/or Proof of separate addresses</li> <li>o Documentation to verify the amount of support</li> <li>o Copy of death certificate</li> </ul>
<b>Extremely High Medical and/or Dental Expenses Not Covered by Insurance</b>	Medical expenses paid in 2023 by you or your parent (or spouse) <b>exceeded 10%</b> of the total household income earned in 2023.	<ul style="list-style-type: none"> <li>o <a href="#">Dependent / Independent Verification Worksheet</a></li> <li>o Signed <b>2023</b> Federal Income Tax Return</li> <li>o <a href="#">2024-2025 Medical Expenses Form</a></li> <li>o Provide documentation summary regarding the medical condition, treatment, and cost for expenses not covered by insurance.</li> </ul>
Unusual Circumstance	Dependency Override	Required Documentation
<b>Student's dependency status</b>	Unique situations (e.g. Homeless youth, legally granted refugee/asylum status, parental incarceration or estrangement)	<ul style="list-style-type: none"> <li>o <a href="#">Independent Verification Worksheet</a></li> <li>o Signed <b>2023</b> Federal Income Tax Return</li> <li>o <a href="#">Petition to Apply as an Independent Student form</a></li> </ul>

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

Due to the complexity of the circumstance appeal, please allow up to 2-3 weeks for processing once all required documentation is received. Please submit completed forms along with supporting documentation, to the Office of financial Aid via our dropbox located on our [website](#) or via email to [financialaid@ben.edu](mailto:financialaid@ben.edu)