

## Special & Unusual Circumstances Form

A family that experiences a significant special financial circumstance may request a financial aid eligibility review in certain situations. In addition, a student who is unable to contact a parent or where contact with a parent poses a risk to the student may qualify for a change to their dependency status. Please review the chart below to determine if your situation qualifies. Additional documentation may be requested after the initial review. Your request will be reviewed within 30 days once ALL required documentation is received.

<b>Student Information:</b>		
Last	First	MI
Address		
City	State	Zip
Student Email Address	Student Cell Number	
Parent Email Address	Parent Cell Number	

Please place an X in the section that matches your situation.

<b>Loss of Income</b>	<p>Family has experienced an involuntary loss of employment or substantial reduction of income.</p> <p><i>Required Documentation:</i></p> <ul style="list-style-type: none"> <li>Written statement indicating the person who was affected and explaining the cause, date occurred and expected duration•</li> <li>Signed 2025 Federal Income Tax Return including any schedules and W-2s</li> </ul>
<b>Medical or Dental Expenses</b> <input style="float: right; margin-left: 10px;" type="checkbox"/>	<p>Family has excessive medical or dental expenses that were not covered by insurance or health savings accounts.</p> <p><i>Required Documentation:</i></p> <ul style="list-style-type: none"> <li>Copy of Receipts showing payment for medical/ dental expenses or,</li> <li>Copy of 1040 Schedule A showing medical costs</li> </ul>
<b>Private Tuition Paid</b> <input style="float: right; margin-left: 10px;" type="checkbox"/>	<p>Family has paid more than \$2500 for private elementary or high school tuition for younger <b>sibling(s)</b> of the applicant during the 2025 calendar year.</p> <p><i>Required Documentation:</i></p> <ul style="list-style-type: none"> <li>Financial Statement or letter from the school which includes the school's name, the name of the student(s) and the exact amount paid for tuition during 2025 year</li> </ul>
<b>One-time Increase in Income</b> <input style="float: right; margin-left: 10px;" type="checkbox"/>	<p>Family received a one-time increase in income due to a unique circumstance (e.g. inheritance, early withdrawal from retirement account, income from sale of property, etc.).</p> <p><i>Required Documentation:</i></p> <ul style="list-style-type: none"> <li>Written statement explaining the situation and any supporting documents</li> </ul>

<b>Legal Separation or Divorce</b> <input type="checkbox"/>	<i>Required Documentation:</i> <ul style="list-style-type: none"> <li>• Copy of court order, divorce decree or legal separation</li> </ul>
<b>Death of Parent or Spouse</b> <input type="checkbox"/>	<i>Required Documentation:</i> <ul style="list-style-type: none"> <li>• Copy of Death Certificate or Obituary</li> <li>• Documentation of any death benefits received</li> </ul>
<b>Other Special Circumstances</b> <input type="checkbox"/>	<i>Required Documentation:</i> <ul style="list-style-type: none"> <li>• Signed and dated letter explaining the circumstances along with any additional documentation you would like to have considered</li> </ul>
<b>Unusual Circumstance</b> <input type="checkbox"/> <p><b>Dependency Override:</b> A student who is unable to contact a parent or where contact with a parent poses a risk to the student may qualify for a change to their dependency status</p> <p><i>*If approved by FTC, this will carryover to future award years provided circumstances remain unchanged</i></p>	<p>Examples of an Unusual Circumstances include:</p> <ul style="list-style-type: none"> <li>• Human trafficking</li> <li>• Abusive family situation, which has created an extreme hardship and may prevent the student from attending college</li> <li>• Victim of a documented child abuse case</li> <li>• Student is a ward of the court or is in the custody of DHS</li> <li>• Student is completely abandoned by the parents from all emotional, financial and physical support</li> <li>• Parental incarceration</li> </ul> <p><i>Examples of Supporting Documentation may include:</i></p> <ul style="list-style-type: none"> <li>• a documented interview between the student and the financial aid administrator;</li> <li>• a documented phone call or written statement, which confirms the unusual circumstances with:             <ul style="list-style-type: none"> <li>○ a state, county, or Tribal welfare agency;</li> <li>○ an independent living case worker who supports current and former foster youth with the transition to adulthood; or</li> <li>○ a public or private agency, facility, or program servicing the victims of abuse, neglect, assault, or violence;</li> </ul> </li> <li>• a documented phone call or written statement from an attorney, guardian ad litem, or court-appointed special advocate that confirms the circumstances;</li> <li>• a documented phone call or written statement from a representative at an institution of higher education that confirms the circumstances;</li> <li>• utility bills, health insurance, or other documents that demonstrate a separation from parents or legal guardians; or</li> <li>• submission of official documentation that the student's parents or legal guardian are incarcerated.</li> </ul>

**MAIL, FAX or EMAIL Special & Unusual Circumstances Form along with Required Documentation to:**

Five Towns College  
305 N.Service Rd.  
Dix Hills, NY 11746

Fax: (631)656-2191  
Email: [financialaid@ftc.edu](mailto:financialaid@ftc.edu)  
Upload: <https://fiv-web.scansoftware.com/cafeweb/Ferpa>

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Required if student is a Dependent)