



Submit this form, along with all required supporting documentation, if the financial information on your 2025-2026 Free Application for Federal Student Aid (FAFSA) does not accurately reflect your current financial situation.

Submission of the 2025-2026 FAFSA must have already been completed prior to the filing of a Special Circumstance Appeal. Students must also have cleared any outstanding requirements prior to our review of submitted appeal requests. Existing financial aid requirements are available via the student's myLongwood portal.

A. STUDENT'S INFORMATION

Full Name: _____ Longwood ID Number: _____

B. TYPE OF APPEAL AND REQUIRED DOCUMENTATION (Check all applicable:)

- Income Loss** **Marital Status** **One-Time Income** **Death** **Other**

For all appeals submitted, the below documentation is required:

- A written statement explaining your current circumstance and financial situation, including the time frame or date(s) when these event(s)/circumstance(s) occurred, and how the income reported on the FAFSA fails to represent your current financial situation.
- Signed copy of 2023 and 2024 (if completed) Federal 1040 Tax Return, any filed Schedules (1, 2, 3), and applicable W-2s / 1099s.
- Circumstance Specific Information (Please see page 2 for further instruction for documentation requirements)

C. FAMILY SIZE INFORMATION

Please complete the below table for your family size, including:

- Your parent and their spouse/partner, even if you are not living with them. (Exclude a parent who has died or is not living in the household because of separation or divorce). Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
- Your parent(s) other children if the following are true:
 - They live with your parent(s) (or live apart because of college enrollment), They receive more than half of their financial support from your parent(s), and They will continue to receive more than half their support from your parent(s) during the award year.
- Other persons if the following are true:
 - They live with your parent(s), They receive more than half of their support from your parent(s), and They will continue to receive more than half their support from your parent(s) during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S tax return at the time of completing the 2025-2026 FAFSA. As a result, the parent should not include any unborn children in the family size.

Full Name (including student)	Age	Relationship to Student
		Student/Self

D. CERTIFICATION AND SIGNATURES

WARNING: If you purposely give false or misleading information on this form, you may be fined, sentenced to jail or both. By signing and dating this form you certify that all statements and information are complete and correct. A representative from our office will contact you if further information is required.

Student Signature _____ Date _____ Date _____ Date

For the security of your personal data, please submit your completed form and all other requested documents using our secure upload, found here: go.longwood.edu/uploadfa

INSTRUCTIONS

It is the policy of the Longwood University Office of Financial Aid to consider income adjustment requests related to unexpected events affecting your financial situation that were beyond your control. Please complete page 1 of this form and submit with the required documentation as appropriate for your special circumstance listed below. Should you have questions surrounding your circumstance appeal, please contact our office directly.

Income Loss

- Written statement of circumstance to include dates of separation and request of appeal
- Documentation of any severance, vacation, personal and/or sick leave pay out
- Separation letter from employer and unemployment office documentation (if applicable)
- Copy of most recent pay stub(s) from all employers

Marital Status

- A written statement explaining your current financial situation, including the time frame or date when the divorce or separation occurred, the current address of each parent and their current marital status/date (if remarried).
- Proof of separate residences – provide copies of a utility bill or lease agreement for each parent/step-parent showing separate addresses.
- Copy of Separation Agreement or Divorce Decree

A one-time income was received (non-recurring)

- A written statement explaining your current financial situation, including the time frame or date when the non-recurring income was received, how it was spent, and how much is left.
- Copy of documentation identifying the source and amount of the one-time income
- Documentation supporting how the funds were spent (i.e. receipts, statements, paid bills, etc.)

Death of a Parent has occurred:

- A written statement explaining your current financial situation, including the time frame of financial hardship and date when the parent passed, and how the income reported on the FAFSA no longer represents the family's current financial situation.
- Copy of the death certificate
- Documentation of any benefits, pensions, or life insurance payments made to the family.

Other: Unusual or high medical and/or dental expenses incurred during or after 2023:

- A written statement explaining your current financial situation, including the time frame or date when these events occurred, and how the income reported on the FAFSA fails to represent your current financial situation.
- Documentation of any **paid** medical or dental expenses not covered by insurance or deducted on your income tax return.

Other Circumstance or adjustments that impact the student or parents costs or ability to pay for college

- A written statement explaining your current financial situation, including the time frame or date when the change in income or circumstance occurred, and how the income reported on the FAFSA no longer represents your current financial situation and has created a hardship.
- Documentation to support circumstance, copies of any applicable invoices/bills and copies of most recent pay stub(s) from all employers.

For the security of your personal data, please submit your completed form and all other requested documents using our secure upload, found here: go.longwood.edu/uploadfa