



Special Circumstance Form

This request is for academic year _____.

Student Information

Last Name	First Name	Middle Initial	Student ID
	()	-	() -
Email Address	Home Phone Number	Cell Phone Number	

If you, your spouse, or your parent’s financial situation has changed significantly since you filed for financial aid, please complete this form and submit it to our office. Once your form has been received, *a financial aid administrator will contact you by email to notify you of specific documentation to submit.*

Type of Circumstance

Circumstances that may affect your or your family’s financial condition include unusual medical expenses, death, separation/divorce, loss of benefits or support, loss of employment, or reduction in income. Please check below the circumstance(s) that apply.

- Unusual medical expenses (out of pocket)
- Loss of benefits or support
- Death of parent or spouse
- Loss of employment
- Separation or divorce
- Reduction in income

Instructions for Appeal

1. Attach a letter detailing the circumstance(s) upon which your appeal is being made. Include dates indicating when circumstance(s) occurred, such as when divorce became final or when you or a parent became unemployed.
2. Sign the certification statement at the end of this form.
3. Submit the form (see submission methods below).
4. After your form is received, you will be notified by email of the documents that you will need to submit.

Certification and Signatures

By signing this worksheet, both the student and parent certify that all information reported is complete and correct.

WARNING: If you purposely give false or misleading information on the worksheet, the U.S. Department of Education may pursue legal action leading to a fine and/or jail sentence.

Student’s Signature Date

Parent’s Signature Date

Submission Methods

Online: Go to mycu.cedarville.edu and search for “Financial Aid Upload Tool.”

Mail: Cedarville University Financial Aid, 251 N. Main Street, Cedarville, OH 45314

NOTE: Please black out all personal identifying information if you send any documents through the mail (for example, Social Security numbers and bank account numbers).