

Student's Name: _____ Warrior ID Number: _____

The Special Conditions Review Form is used to report changes in circumstances that occur after filing the Free Application for Federal Student Aid (FAFSA) or to report circumstances that affect the families ability to contribute toward college costs. The WSU Student Financial Aid Office reviews information reported to determine whether changes can be made. Check the condition(s) that apply to your parents and provide all requested documentation and applicable signatures.

CHANGE IN INCOME

PARENT UNEMPLOYED (A parent who was employed in 2021 has become unemployed in 2022 or 2023). The Financial Aid Office will be recalculating 12 months of income from the date of unemployment, and entering this information on the FAFSA. Please provide enough documentation for us to justify the special conditions and to recalculate income as accurately as possible. Lack of documentation will result in either a delay in processing or denial of special condition.

- Please wait either 90 days from date of unemployment, or until you start a new job, whichever comes first before completing this form.
- Attach a written statement indicating the date and reason your parent became unemployed.
- Attach a copy of your parents' 2021 IRS tax transcript or a signed copy of your parents' 2021 federal tax return with all applicable schedules unless they used the IRS data retrieval tool on your FAFSA. The Department of Education requires verification of income reported on the FAFSA prior to a special conditions review being done.
- Attach a copy of each parents' most recent paystub(s) and W2s from all employers.
- Attach a copy of unemployment benefits your parent will receive from your state job service office.
- Attach a copy of any severance pay that was or will be received.
- Attach documentation for any other taxable income, such as money withdrawn from a retirement account (IRA, annuity, or pension), taxable social security, capital gains, inheritance, or gambling winnings.

REDUCTION IN EARNINGS OR LOSS OF OTHER INCOME

2022 or 2023 income is less than 2021 income listed on the FAFSA. This could include a reduction in earnings, loss of taxable social security benefits, one time withdrawal from a retirement account, etc. Please provide enough documentation for the Financial Aid Office to justify the special condition and to recalculate your income as accurately as possible. Lack of documentation will result in either a delay in processing or denial of special conditions.

- Attach a written statement outlining the amount of income lost or reduced, the date the change became effective, and the reason for the loss of income.
- Attach documentation showing the loss or reduction in income (by a third party if possible). This might be a 2022 IRS tax transcript or signed copy of 2022 federal tax return with all applicable schedules, last paycheck stubs, a statement from social security, bank statements, letter from the court, etc.
- Attach a copy of your parents' 2021 IRS tax transcript or a signed copy of your parents' 2021 federal tax return with all applicable schedules unless they used the IRS data retrieval tool on your FAFSA. The Department of Education requires verification of income reported on the FAFSA prior to a special conditions review being done.

REDUCTION OR LOSS OF CHILD SUPPORT

- Attach a written statement outlining how much child support you received each month for each child in 2022 or 2023. Then explain the date of your loss or reduction in payment and for which child it occurred. Please attach any necessary documentation.
- Attach a copy of your parents' 2021 IRS tax transcript or a signed copy of your parents' 2021 federal tax return with all applicable schedules unless they used the IRS data retrieval tool on your FAFSA. The Department of Education requires verification of income reported on the FAFSA prior to a special conditions review being done.

CHANGE IN HOUSEHOLD SIZE THAT OCCURRED AFTER FILING YOUR FAFSA

DIVORCE OR SEPARATION OF PARENTS

Answer the questions about the parent you lived with the most in the last 12 months. If you didn't live with either parent, or you lived with each parent an equal number of days, answer the questions about the parent who provided the greater amount of support to you.

- Attach a copy of the divorce decree or proof of separation (court order, statement from attorney or clergy).
- Attach a written statement identifying the custodial parent. Also provide the names, ages, and the relationship of the family members the custodial parent will support through June 30, 2024.
- Attach a copy of your parents' 2021 IRS tax transcript or your parents' signed 2021 federal tax return with all applicable schedules **and** 2021 W2s. The Department of Education requires verification of income reported on the FAFSA prior to a special conditions review being done.

DEATH OF PARENT

If both parents have died, do not complete this form, please contact the Financial Aid Office instead.

- Please provide a written statement indicating which parent has passed and the date of death.
- Attach a copy of your parents' 2021 IRS tax transcript or your parents' signed 2021 federal tax return with all applicable schedules **and** 2021 W2s. . The Department of Education requires verification of income reported on the FAFSA prior to a special conditions review being done.

