



Financial Assistance
8600 University Boulevard
Evansville, IN 47712
Phone: 812-464-1767 or 800-467-1965
Fax: 812-461-5305 / Email: finaid@usi.edu

2021-2022 Special Circumstance Application

Your eligibility for need-based aid is determined using your 2021-2022 FAFSA results. Use this form to report recent changes in your family's financial situation that are not addressed on the FAFSA that may impair your ability to contribute toward the cost of your education.

A. Student Information

Last Name First Name M.I. USI Student ID number (SSN if ID is unknown)

B. Instructions (READ CAREFULLY)

1. Complete the 2021-2022 Free Application for Federal Student Aid (FAFSA).
2. Complete the 2021-2022 Special Circumstance Form and **SUBMIT A SIGNED STATEMENT**.
 - Section D – You must check a box in Section D and answer the additional questions next to the box you checked.
 - Section E – You must project 2021 Income and Resources. Do not leave this section blank.
 - Section F – The student must sign the form. If the student is dependent, the form requires the parent signature as well.
 - **Signed Statement - Provide a typed, signed and detailed description of the basis of your special circumstance. Include names of employers, dates, etc. Provide any additional information that would help our office understand your family's circumstances.**
3. **We will review your signed statement to determine what verification/supporting documentation is required. Additional documentation WILL be required but will vary based on your circumstances. Continue to monitor your myUSI for updates.**
4. Submit ALL requested verification/supporting documentation.
5. Your documentation will be reviewed to determine if the changes made would increase your aid eligibility. The results will be posted on your myUSI and you will receive a letter in the mail once this process has been completed.

C. Deadline(s) and Other Important Information (READ CAREFULLY)

- For fall only enrollment, all documentation must be complete and submitted no later than December 11, 2021.
- For academic year, spring only or summer enrollment all documentation must be complete and submitted no later than April 30, 2022.
- It is important to note that we cannot process a Special Circumstance after the student is no longer enrolled. Changes to the academic calendar may change the deadline dates above.
- Submission of this form does not guarantee approval nor guarantee increased financial aid eligibility.
- The Special Circumstance Process is optional and may take several weeks to process.

E. Projected Income and Resources (COMPLETE THE TABLE BELOW)

Estimated ANNUAL 2021 Taxable Income	Independent Students Complete these Columns		Dependent Students Complete these Columns	
	Student	Student's Spouse (If married)	Father/Step-Father	Mother/Step-Mother
Income Earned from Work	\$			
Unemployment Compensation	\$			
Other Taxable Income (Ex. interest/dividend income, social security benefits, severance payments, rental income, alimony, IRA/401K withdrawals, etc.) Please specify: _____ _____	\$			
Estimated ANNUAL 2021 Untaxed Income	Independent Students Complete these Columns		Dependent Students Complete these Columns	
Type of Income and Resource	Student	Student's Spouse (If married)	Father/Step-Father	Mother/Step-Mother
Child Support received for all children	\$			
IRA deductions and payments to self-employed SEP, SIMPLE and Keogh	\$			
Payments to tax-deferred pension such as 401(K) or 403(B) plans and savings plans (paid directly or withheld from earnings)	\$			
Untaxed portions of pension distributions or withdrawals (excluding rollovers)	\$			
Living allowances paid to military, clergy and others. Include cash payments and cash value of benefits. Don't include the value of on-base military housing or the value of basic military allowance for housing.	\$			
Veteran non-education benefits such as Disability, Death Pension, or Dependency and Indemnity Compensation (DIC) and/or VA Educational Work-Study Allowance	\$			
Other Untaxed Income not reported elsewhere on this form (Ex. worker's compensation, disability, etc.) Please specify: _____ _____	\$			

F. Certification and Signature(s) (Typed/Electronic signatures are NOT accepted)

By signing this form, we certify all the information is true and complete to the best of our knowledge. We agree to document the information reported on this form. We also realize that if unable to provide documentation when asked, the student for whom this form was filed may not receive aid. If dependent, at least one parent must sign this form.

WARNING: If you receive federal or state financial aid based on incorrect information, you will have to pay it back. If you purposely give false or misleading information on any financial form, you may be fined \$10,000, receive a prison sentence, or both.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

G. Notices

It is the policy of the University of Southern Indiana to be in full compliance with all federal and state non-discrimination and equal opportunity laws, orders, and regulations relating to race, sex, religion, disability, age, national origin, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era. Questions or concerns should be directed to the Affirmative Action Officer, USI Human Resources Department, University of Southern Indiana, 8600 University Boulevard, Evansville, Indiana 47712.