



## 2023-2024 Special Circumstances Request

Financial Aid Office, P.O. Box 917, Henderson, NC 27536

Telephone: (252) 738-3280, Fax: (252) 738-3388, Email: [fao@vgcc.edu](mailto:fao@vgcc.edu)

Federal regulations authorize the Financial Aid Office to use professional judgment on a case-by-case basis for students with “**special circumstances**” that affect a family’s ability to pay for a college education that is not reflected in the information provided on the FAFSA. Each file submitted will be reviewed and notification of the decision will be provided to the student within 15 college working days. All documentation submitted is confidential. The official notification will be emailed to your VGCC email address. The Financial Aid Office’s decision is final and no further action can be taken. Please complete all sections and return to the Financial Aid Office with required documentation. Additional documentation may be requested, if necessary.

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### Student Information:

\_\_\_\_\_  
Last Name                      First Name                      M.I.

\_\_\_\_\_  
VGCC Student ID Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
City                                      State                                      Zip Code

\_\_\_\_\_  
Phone Number (with area code)

\_\_\_\_\_  
Email address

\_\_\_\_\_(c) \_\_\_\_\_(w)  
Other Phone

### Identify the Special Circumstance(s)—please check all that apply:

#### Changes in Family’s Reported Income

- Loss or reduction of earnings of student/family member due to: unemployment, death, disability, termination of child support, etc.
- Loss or reduction of untaxed income or benefit(s) of student/family member due to: unemployment, death, disability, termination of child support, etc.
- Divorce of student or student’s parents
- Parent/Spouse is called to active duty in the armed forces

#### One-time Taxable Income

- Proceeds of a sale of farm or business assets if the sale resulted from a voluntary or involuntary foreclosure, forfeiture, or bankruptcy or an involuntary liquidation
- Early distribution of IRA or retirement plans

#### Other Expenses

- \_\_\_\_\_
- \_\_\_\_\_





**Letter of Explanation:**

Please use this section to provide a detailed explanation of the circumstances that have led to the need for this professional judgment. Attach additional pages and documentation if necessary.

***(Please print clearly)***

**Financial Aid Office Use Only**

**Date Received:** \_\_\_\_\_ **Verification Complete:** \_\_\_\_\_

**Professional Judgment Decision:** *Approved* *Denied* **New EFC:** \_\_\_\_\_

**E-mail Notice Sent:** \_\_\_\_\_ **FAO Staff Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_