

2025-2026 Special Circumstances Form

Your financial aid for the 2025/2026 school year is based on the 2023 income information reported on the 2025/2026 FAFSA. If you or your family experienced a change in your income since 2023, that has resulted in a loss of income or has limited your ability to pay for your educational expenses, you may request the CBD College Financial Aid Office review your circumstances. To request a Special Circumstances review, please complete this form and submit all required documentation to the CBD College Financial Aid Office. You will be notified if additional documentation is needed once your request is reviewed.

Student Name: _____ **Student Date of Birth:** _____

*Please select your special circumstance and attach all REQUIRED supporting documentation. Provide a detailed statement at the end of the form, describing your specific situation, what changed, and the dates of those changes.

Check all that apply	Reason for Change In Income	REQUIRED Supporting Documentation *MUST be attached before submitting the form
	Loss or change of income due to employment	<ul style="list-style-type: none"> • Copy of all 2023 and 2024 Federal Tax Returns and W2 forms • Copy of most recent pay stubs showing year-to-date earnings • Proof of unemployment benefits or denial of eligibility for unemployment benefits • Letter from the employer, on letterhead, verifying the last date of employment
	Death of parent or spouse	<ul style="list-style-type: none"> • Copy of death certificate • Documentation of any death benefits received (life insurance, social security, pension payout) • Final paycheck stub • 2023 and 2024 W2 forms
	Separation/ Divorce of parents or spouse	<ul style="list-style-type: none"> • Copy of divorce or separation agreement • 2023 and 2024 Federal Tax Returns with all W2 forms • Statement of who is remaining in the student household (include, name, age, and relationship to student)
	Reduction in child support or alimony	<ul style="list-style-type: none"> • Documentation of change in divorce decree or child support order

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		<ul style="list-style-type: none"> Documentation of total amount of alimony and child support for each child
	Other reduction in income	<ul style="list-style-type: none"> Copy of 2023 and 2024 Federal Tax Return and all W2 forms Most recent pay stub(s) with year-to-date earnings Documentation of your situation
	One-time increase in income	<ul style="list-style-type: none"> Copy of 2023 and 2024 Federal Tax Return and all W2 forms Most recent pay stub(s) with year-to-date earnings Supporting documentation of your increase in income and documentation of how the income was used
	Medical Expenses and/or Disability	<ul style="list-style-type: none"> Copy of 2023 and 2024 Federal Tax Returns and all W2 forms Most recent pay stub(s) with year-to-date earnings Bills and receipts of excessive medical/dental expenses NOT reimbursed or covered by insurance Documentation of disability diagnosis
	Unusual /Unexpected expenses not covered by someone else	<ul style="list-style-type: none"> Copy of 2023 and 2024 Federal Tax Returns and all W2 forms Most recent pay stub(s) with year-to-date earnings Documentation of unusual/unexpected expense

Supporting Documentation

*Attach all required supporting documentation below. If you need more attachment links, email fa@cbd.edu for an additional DocuSign to attach your remaining supporting documentation.

Explanation of Your Special Circumstance

*Please write a detailed statement of how your income changed from the 2023 income reported on the 2025/2026 FAFSA. Include the specific dates of those changes. If you need additional space, you may attach a separate document with the continuation of your statement. [2]

Disclosures and Certification

*If a special circumstances request is submitted, you may be institutionally selected for Verification. This may cause corrections to your FAFSA and a change to your SAI.

*Students must submit all requested PJ paperwork at least 30 days before the end of their academic and/or award year's enrollment period. If a student submits paperwork for an ineligible enrollment period, the PJ will be considered for the upcoming academic and/or award year.

*You will be notified by email if your request for professional judgment is approved or denied. In many cases, once the professional judgment is calculated, there will be no adjustment to the amount of Federal Pell Grant or other need-based aid. The Director of Financial Aid reserves the right to deny a professional judgment request that does not increase a student's eligibility for aid. The decision of the Director of Financial Aid is final and cannot be appealed to the Department of Education. A student may apply for consideration more than once.

*There are two types of special circumstance requests: a recalculation of an SAI (reducing your income), and a change to a student's Cost of Attendance (COA). A change to your COA does NOT increase your eligibility for need-based grant aid, but does increase your budget for aid, including parent PLUS or private loans.

* CBD College will adjust your income using the immediate prior 12 months' income from the date you submit the professional judgment form. For students, spouses and/or parents with business income, the immediate prior year's filed tax return will be used.

I (we) certify that all the information provided is correct. I (we) understand that Special Circumstances can be approved only in situations provided for by federal regulation and policy that have been appropriately documented. If I (we) have not provided the required documents my (our) request will be automatically denied. I (we) understand that providing false or deliberately misleading statements is a violation of federal law and may result in a prison sentence, fines, or both.

Student Signature: _____ Parent Signature (if applicable): _____

Date Signed: _____ Date Signed: _____