

2025-2026 Unusual Circumstances Request Form

What is an “Unusual Circumstance”?

An Unusual Circumstance occurs when a Financial Aid administrator overrides the requirement for parent information due to extreme circumstances, such as a student was voluntarily or involuntarily removed from their parents' home due to an extreme situation that threatened the student's health and/or safety, parents are currently suffering from mental or physical illness and cannot be contacted, is a victim of human trafficking, a refugee or asylee. An Unusual Circumstance at CBD College is determined on a case-by-case basis depending on the situation, the supporting documentation provided, and whether the situation is reason enough for a student to be considered independent rather than dependent. If the student is unsure if their situation qualifies for an Unusual Circumstances request, they can request a meeting with the Assistant Director of Financial Aid by emailed fa@cbd.edu.

What situations DO NOT merit an Unusual Circumstances request?

Please note that the federal guidelines regarding unusual circumstances clearly indicate that the following situations DO NOT qualify as an Unusual Circumstance:

- Parents refuse to provide information on the FAFSA or during the Verification process.
- Parents do not claim the student as a dependent for income tax purposes.
- Parents refuse to contribute to a student's education (i.e. pay tuition/fees, room/board, or books and supplies).
- A dependent student who is self-supporting(i.e. has a job, does not live at home, covers their own cost of living etc.).

How to begin the Unusual Circumstance Process:

1. Complete the Unusual Circumstances request form and attach supporting documentation.
2. Submit a signed letter, supporting your situation, on letterhead, from a disinterested professional third party, including but not limited to, police reports, hospital documentation, reports from the Department of Family Services, letters from members of clergy, school social workers, attorneys, counselors, psychologists, homeless shelters, etc.
3. Submit a second signed letter, supporting your situation. This letter can be from another 3rd party organization, or a family member/relative/friend.

What happens next?

Once we receive all the documentation required, your request and documentation will be reviewed. If additional documentation is required you will be notified via email by the CBD College Financial Aid Department. If your request is approved, your 25/26 FAFSA will be processed as an independent student. If your appeal is denied, you will be required to correct your FAFSA with parental information and a parent's signature.

Still have questions?

Contact the CBD College Financial Aid Department at:

Email: fa@cbd.edu

Appointment Link: <https://calendly.com/cbd-college-administration-meetings>

(select Verification-CAL Grant Information, or Financial Aid Application Questions)

2025-2026 Unusual Circumstance Request Form***BEFORE continuing with this form, please read page 1**

Student Name: _____ Date of Birth: _____

Address: _____

PART 1 of 2: PERSONAL STATEMENT

Explain in detail your unique circumstances that you believe provide a basis for not having your parent's information on the FAFSA. Your explanation MUST INCLUDE the following:

The whereabouts of BOTH parents (or your legal guardian), including their living arrangement.

The last date on which the student had contact with EACH parent (or legal guardian).

Where the student has resided the last 5 years.

How the student has supported themselves for the past 5 years.

PART 2 of 2: DOCUMENTATION

Please attach copies of 2023 and 2024 tax returns, documentation demonstrating separation from parents or legal guardians as it applies such as proof of health insurance, TANF, SSI or any other assistance the student used to cover basic living expenses; and your 2 supporting letters. Email the Financial Aid Department if you need to submit additional attachments. fa@cbd.edu

CERTIFICATION:

I certify that all the information provided is correct. I understand that Unusual Circumstances can be approved only in situations provided for by federal regulation and policy that have been appropriately documented. If I have not provided the required documents, my request will be automatically denied. I 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: _____ Date: _____