DALLAS COLLEGE
FINANCIAL AID

# 2026-27 Special Circumstance Request



**WHEN TO SUBMIT THIS FORM**

If your current financial situation has changed from what was reported on your FAFSA, complete this form. Financial Aid Compliance will review your case to determine whether your financial aid eligibility can be adjusted.

Students must be enrolled in at least six (6) credit hours and have a SAP status of Passed. Secure your schedule by paying tuition in full or establishing a payment plan. Submission does not guarantee an adjustment or additional aid. Allow 7-10 business days; processing may take two weeks during peak periods. All decisions are final.

## 1 STUDENT INFORMATION

**LAST NAME**

**FIRST NAME**

**DALLAS COLLEGE STUDENT ID**

**STUDENT EMAIL**

**STUDENT PHONE NUMBER**

**STREET ADDRESS**

**CITY**

**STATE**

**ZIP CODE**

## 2 SPECIAL CIRCUMSTANCE - CHECK ALL THAT APPLY

- ☐ Change in employment status, income, or assets
  Job loss, layoff, reduced hours or wages, retirement, loss of benefits, or a one-time/nonrecurring amount.
- ☐ Divorce or separation after the FAFSA was submitted
  Include the date of separation and supporting documentation.
- ☐ Death of a spouse or parent whose information is on the FAFSA
  Provide documentation of the death and current income or benefits, as applicable.
- ☐ Unreimbursed medical, dental, or nursing home expenses
  Only amounts not paid or reimbursed by another source.
- ☐ Child or dependent care expenses
  Provide proof of expense and the period covered.
- ☐ Additional family members enrolled in college
  Provide enrollment information for relevant family members.
- ☐ Other change affecting college costs or ability to pay
  Describe the circumstance and attach documents showing the financial impact.

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## 3 REQUIRED SUPPORTING DOCUMENTATION

- ☐ Signed and dated student statement
  Describe what changed, when, who was affected, and the financial impact. All statements must be signed with an ink pen or electronically signed. A typed name alone is not acceptable.
- ☐ Employment and current-income records, when applicable
  Employer letter, pay statements, unemployment, severance, retirement, or benefits records.
- ☐ Prior-year tax records
  Submit your signed and dated 2025 federal income tax return or your 2025 IRS Tax Return Transcript.
- ☐ Divorce, separation, or death documentation
  Decree, agreement, dated statement, death certificate, or other reliable record.
- ☐ Other relevant documentation
  Records directly supporting the circumstance and financial impact.

## 4 HOUSEHOLD INFORMATION

List household members (or a parent's household if dependent). If you need more space, attach a separate signed and dated page with your name and student ID.

| FULL NAME | AGE | RELATIONSHIP | COLLEGE | HALF-TIME? |
|---|---|---|---|---|
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## 5 STUDENT CERTIFICATION AND SIGNATURE

I certify the information and documents are complete and accurate. Dallas College may request additional documentation and approve or deny the request following individual review.

| STUDENT SIGNATURE | DATE | PARENT SIGNATURE (DEPENDENT ONLY) | DATE |
|---|---|---|---|
| | | | |

## 6 FINANCIAL AID OFFICE USE ONLY - DECISION

☐ Approved ☐ Denied ☐ Reviewed - no adjustment warranted

| SAI BEFORE | SAI AFTER | COMPLIANCE STAFF SIGNATURE | DATE |
|---|---|---|---|
| | | | |

Submit this form and supporting documents through your Workday action item.
Questions? Call 972-669-6400 or email FinancialAid@DallasCollege.edu.