



2026-27 Special Circumstance Request

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ABOUT THIS REQUEST

Use this form to request a case-by-case professional judgment review when your current financial situation is not accurately reflected on the 2026-27 FAFSA. Submission does not guarantee an adjustment or additional aid. This form is not used for a dependency override; request an Unusual Circumstance review instead.

1 Student information

LAST NAME

FIRST NAME

M.I.

DALLAS COLLEGE STUDENT ID

STUDENT EMAIL

STUDENT PHONE NUMBER

2 Special circumstance - check all that apply

☐

Change in employment status, income, or assets

Examples: 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 documentation that supports the current family and financial situation.

☐

Death of a spouse or parent whose information is on the FAFSA

Provide documentation of the death and current income or benefits, as applicable.

☐

Change in housing status, including homelessness or risk of homelessness

Explain the change and provide available documentation of the financial impact.

☐

Unreimbursed medical, dental, or nursing home expenses

Report only amounts not paid or reimbursed by insurance or another source.

☐

Severe disability of the student or a family member

Documentation should establish the financial impact; sensitive diagnostic details are not required unless necessary.

☐

Child or dependent care expenses

Provide provider statements, receipts, or other proof of the expense and the period covered.

☐

Elementary or secondary school tuition expenses

Provide a tuition statement and proof of payment or expected charges.

☐

Additional family members enrolled in college

Provide enrollment information for eligible family members for July 1, 2026 through June 30, 2027.

☐

Loss or reduction of child support or other recurring support

Provide an agency, court, payment-history, or other reliable statement showing the change.

☐

Other change affecting college costs or ability to pay

Describe the circumstance and attach documents that establish the financial impact.



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Documentation is evaluated case by case. The examples below are not an automatic checklist for every student. Submit what applies to your situation; Dallas College may request additional information. If your FAFSA was selected for verification, verification generally must be completed before a professional judgment adjustment.

3 Supporting documentation

☐

Signed and dated student statement

Explain what changed, when it changed, who was affected, and how it changed the family's ability to pay for college.

☐

Employment and current-income records

Examples: employer letter, termination or status-change notice, final and current pay statements, unemployment or severance statement, retirement/benefit statement.

☐

Tax or income records, if requested

Do not submit a 2024 tax transcript solely because of this form if IRS information transferred successfully. Provide 2025 records or 2026 estimates when they support the request.

☐

Divorce, separation, or death documentation

Examples: decree, separation agreement, attorney or agency statement, dated statements, death certificate, obituary, or other reliable documentation.

☐

Expense and payment records

Examples: itemized bills, insurance statements, receipts, dependent-care records, tuition statements, or proof of unreimbursed payments.

☐

Housing-status records

Examples: eviction or lease documents, shelter or agency statement, bills, or a signed explanation of the housing change.

☐

Enrollment records for additional family members

Documentation should show at least half-time enrollment in an eligible degree or certificate program during the 2026-27 award year.

☐

Other relevant documentation

Provide records that directly support the circumstance and its financial impact.

4 Change details

DATE THE CIRCUMSTANCE BEGAN OR CHANGED

PERSON(S) AFFECTED

EXPLAIN THE CIRCUMSTANCE AND ITS FINANCIAL IMPACT

Attach an additional signed page if more space is needed. Include the student's name and Dallas College ID on every page.



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Complete the income section when the request involves a change in income. Complete the family section when marital status, death, household composition, or number in college is relevant to the request.

5 Income summary - complete when applicable

PERSON	INCOME SOURCE/EMPLOYER	2025 ACTUAL	2026 PROJECTED	CHANGE DATE

EXPECTED UNEMPLOYMENT, SEVERANCE, RETIREMENT, OR OTHER BENEFITS (DESCRIBE AND AMOUNT)

6 Current family and college enrollment - complete when applicable

FULL NAME	AGE	RELATIONSHIP	COLLEGE	AT LEAST HALF-TIME?

7 Certification and signatures

I certify that the information and documents submitted are complete and accurate. I understand Dallas College may request additional documentation, must resolve conflicting information, and may approve or deny this request based on an individual review.

STUDENT SIGNATURE	DATE	PARENT SIGNATURE (DEPENDENT ONLY)	DATE



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FINANCIAL AID OFFICE USE ONLY

Document the individual review, resolution of conflicting information, decision rationale, and every adjustment made. The decision and adjustment must be supported by the student's specific circumstances.

8 Pre-review requirements

FAFSA VERIFICATION STATUS

☐ Not selected ☐ Completed ☐ Pending - no PJ adjustment yet

VERIFICATION COMPLETION DATE

CONFLICTING INFORMATION

☐ None identified ☐ Resolved ☐ Unresolved - no PJ adjustment yet

ISIR TRANSACTION REVIEWED

9 Review decision

☐ Approved ☐ Denied ☐ Reviewed - no adjustment warranted

TYPE OF REVIEW

☐ SAI/Pell ☐ COA ☐ Both

DECISION RATIONALE - REQUIRED FOR APPROVAL OR DENIAL

10 Adjustments made

DATA ELEMENT/COA COMPONENT	ORIGINAL	ADJUSTED	EFFECTIVE PERIOD	REASON

SAI BEFORE

SAI AFTER

PELL BEFORE

PELL AFTER

TOTAL AID CHANGE

11 Processing and review certification

FAA ADJUSTMENT FLAG SUBMITTED

RESULTING ISIR TRANSACTION

STUDENT NOTIFIED DATE/METHOD

REVIEWER NAME/SIGNATURE

DATE

SECOND-LEVEL REVIEWER

DATE