

**SPECIAL CIRCUMSTANCE UNEMPLOYMENT
STUDENT REQUEST FORM**
For Academic Year 2024-2025

Name: _____

Student ID#: _____

You have experienced a change in the current economic condition of your household that is not accurately reflected on your financial aid application. You understand that you must thoroughly explain your request for reconsideration and will submit all supporting documentation requested by the Financial Aid Office.

Another type of special circumstance that may affect your eligibility for aid includes participation in a study abroad program or taking an unusually heavy credit load at DU. If you encounter either of these situations, you may qualify for an increase in your student budget (Cost of Attendance) based upon the program costs and you should also complete a special consideration form. We will *not* adjust a student's budget for any reason other than Davenport-related expenses.

Student's Hand-Signature

Date

Student Email Address

Phone Number

Please explain your special circumstance to have the Financial Aid Office at Davenport University re-evaluate your financial aid status.

SPECIAL CIRCUMSTANCE FOR UNEMPLOYMENT STATUS

Academic Year 2024-2025

Student Name: _____
Student Email: _____

Student ID: _____
Phone #: _____

If you, your spouse, or a parent (if you are a dependent student) is unemployed or has experienced a significant drop in income, please complete this form and submit the following documentation: The documentation **MUST be dated within the last 90 Days**

- A copy of the letter recently received from the state unemployment office; **or**
- A copy of an unemployment benefits notice or statement; **or**
- A copy of the layoff or termination notice; **or**
- A copy of a bank statement showing direct deposit of unemployment benefits

In addition to the proof of unemployment, you are also **required** to submit your last paystub for all places of employment in 2022.

Check the box for the individual that is currently unemployed:

☐ Student _____ was laid off or terminated on _____

☐ Spouse (If applicable) Name of Unemployed _____ Date _____

(Dependent Students Only)

☐ Parent One

☐ Parent Two

Projected Income for 2024

Dependent Students Only

	Student	Spouse	Parent One	Parent Two
2024 Wages from work	\$ _____	\$ _____	\$ _____	\$ _____
Payment to tax deferred retirement account	\$ _____	\$ _____	\$ _____	\$ _____
Worker's Comp	\$ _____	\$ _____	\$ _____	\$ _____
Severance Pay	\$ _____	\$ _____	\$ _____	\$ _____
Alimony	\$ _____	\$ _____	\$ _____	\$ _____
Child Support Received	\$ _____	\$ _____	\$ _____	\$ _____
Child Support Paid	\$ _____	\$ _____	\$ _____	\$ _____
Rental Income	\$ _____	\$ _____	\$ _____	\$ _____
Business Income	\$ _____	\$ _____	\$ _____	\$ _____
Other Taxable Income	\$ _____	\$ _____	\$ _____	\$ _____
Money Paid on Your behalf	\$ _____	\$ _____	\$ _____	\$ _____
Disability Pay	\$ _____	\$ _____	\$ _____	\$ _____

Student's Hand-Signature

Today's Date

Spouse or Parent Hand-Signature (if Dependent)

Today's Date

Office Use Only—FA-SCF

You have indicated that either you, your spouse, and/or a parent is currently unemployed. Please answer the questions below:

My layoff is temporary and my employer plans on bringing me back to work: ☐ Yes ☐ No

If you answered yes, you **MUST** provide an approximate date of your return to work: _____
Date

My layoff is permanent and my employer will not be bringing me back to work: ☐ ☐

Please use the space below to explain any pertinent information regarding your current financial condition that you feel we need to know. Be sure to include information regarding reduction in hours, pay and/or salary (if applicable).

[illegible]