# 2026-27 Special Circumstance Request



## 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.*

Submit the completed form and supporting documents through the Workday action item.

Revised 09/04/2026

# 2026-27 Special Circumstance Request



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 |
|---|---|---|---|
| | | | |

Submit the completed form and supporting documents through the Workday action item.

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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

**SAI BEFORE**

**SAI AFTER**

## 11 Processing and review certification

**FAA ADJUSTMENT FLAG SUBMITTED**

**RESULTING ISIR TRANSACTION**

**STUDENT NOTIFIED DATE/METHOD**

**REVIEWER NAME/SIGNATURE**

**DATE**

**SECOND-LEVEL REVIEWER**

**DATE**

Submit the completed form and supporting documents through the Workday action item.



Questions? Call 972-669-6400 or email FinancialAid@DallasCollege.edu.