

Special Circumstance Request Form

Student Information:

Student Name:	NU ID:
Email Address:	Phone #:
Reason for Request:	Amount of Request:

Students can submit a request for an increase in the Cost of Attendance allowing for additional aid to be offered to help cover unexpected or required costs not already included. These costs can be to help cover the following.

- Medical and/or dental expenses not covered by insurance** for the current or past academic year for continuing students. New students can only request funds for expenses accrued during their time at UNMC. Ongoing expenses can be considered provided there are 30 days remaining in the academic year at the time of request. Braces for you or your family will NOT be considered.
 - Student must provide the explanation of benefits as well as the bill for the expense.
- Child care expenses** for up to 50% of the cost in which the student is responsible for paying while enrolled in classes at a full time level. Coverage during breaks longer than 2 weeks will not be included. If married, the spouse must also be an enrolled student at UNMC or another institution or employed more than 20 hours a week. Single students might be required to provide custody/child support documents.
 - Childcare provider must complete the section below.
- Care expenses for dependents with special needs:** day care, Elementary/secondary school tuition for enrollment in special needs programs, medical expenses.
 - Documentation for the expenses must be provided.
- Unexpected auto repair** NOT to include general maintenance or the purchase/down payment of a new vehicle.
 - The receipt of repair or invoice for repair must be provided.
- Additional books/equipment** for course work with the endorsed approval by the academic advisor.
 - A receipt or invoice for the equipment along with a note from the academic advisor confirming the need for these items must be provided.
- Laptop/Device purchase** up to \$2,500 is offered one time for students. The additional aid will be for the amount of the purchase and can include warranty coverage, required accessories (1 of each), and any required software. This purchase must take place during the academic year or the summer preceding and **will cover only one (1) device.**
 - The receipt from purchase or an invoice for the purchase must be provided.
- Other expenses (subject to review):

Childcare Expenses to be completed by the provider:

Name of Child Care Provider/facility:

Address of Childcare Provider/Facility:

Name and Age of Child(ren):

Frequency of payment: Daily Weekly Monthly

Amount due:

Signature of Provider:

Child(ren) enrollment date:

UNMC will make documented adjustments in accordance with the following policies and procedures:

- ALL SPECIAL CIRCUMSTANCES requests must be submitted prior to 30 days of the close of the academic year.
- Cost of attendance or adjustments to data elements used to calculate EFC will be reviewed upon completion of the attached SPECIAL CIRCUMSTANCES FORM. All necessary documentation verifying the request must be attached to the SPECIAL CIRCUMSTANCES FORM for review (medical receipts, documentation of loss of employment, child care expenses, etc).
- Reviews will be conducted by the administrative staff of the Financial aid Office.
- Students will be notified of the results of the review within 10 days of receipt of the requested documents. Reviews will not be granted on a walk in and wait environment.
- The additional funds will be added to the award package and must be accepted on MyRecords.
- The accepted funds will be processed on the next disbursement day. Students requesting these funds before the start of the academic year will have to wait until first disbursement date.
- **Personal debt such as credit cards or loans will not be considered.**

Section 479(A) of the HEA (Higher Education Act) states that adjustments may be made to the cost of attendance, or the data items required to calculate the expected student or parent contribution (or both) to allow for treatment of an individual eligible applicant with special circumstances.

The Family Education Rights and Privacy Act of 1974 (FERPA) is a Federal law which provides that an institution will maintain the confidentiality of student education records. The University of Nebraska Medical Center accords all rights under the law to students who have reached the age of majority (Nebraska, age 19). No one outside the University shall have access to nor will the University disclose any information from a student's educational record without the written consent of the student. The Office of Financial Aid will not disclose financial aid information to anyone outside the University without written consent from the student. PLEASE share this information with your family members.

By signing below you accept the statements listed above and understand the request is considered a professional judgement decision made by the Financial Aid office and is subject to federal regulations regarding acceptance and/or denial.

Student Signature:

Date: