

2025-2026
 REQUEST FOR
 SPECIAL CONSIDERATION

Student Name: _____ **ICC ID:** _____

Federal Student Aid is based on the gross annual income from the 2023 calendar year. If your family has recently experienced a hardship or you have special circumstances that were not taken into account on your FAFSA, we *may* be able to re-evaluate your financial need. For dependent students, we will consider both student and parent income. For independent students, we will consider student and spouse (if applicable) income. Examples of a hardship or special circumstance may include but are not limited to: student, spouse or parent loss of employment, student or parent divorce or separation, death of a spouse or parent, loss of untaxed income, or unusually high medical expenses. All requests are reviewed on a case-by-case basis.

Unfortunately, there are certain circumstances that we ***will not*** consider based on personal choices, such as expenses for car payments, consumer debt, personal bankruptcy, housing, loan payments, gambling winning and/or losses, 401K withdraws or other frivolous spending.

IMPORTANT:

- You must have experienced a hardship or have special circumstances for consideration
- Not all requests will result in a change in federal student aid eligibility
- You may only submit one request per academic year
- Incomplete requests will not be considered and will ultimately be denied
- The ICC Financial Aid Administrator's decision is final and cannot be appealed.

WHAT YOU NEED TO DO

- Meet with a Financial Aid to discuss your individual situation.
- The Financial Aid Staff will determine if you *might* qualify, and if so what documentation you will need for your individual situation.
- Return this completed form and all required documentation to the Financial Aid Staff you previously met with at your scheduled appointment.
- Allow a minimum of 6 weeks for processing *after* you submit all documents.
- Review your Financial Aid Dashboard in the Self-Service portal for the final decision.

SECTION I – Reason for Request of Special Consideration	
<input type="checkbox"/> Loss OR change of employment. Consideration will be given after July 1, 2023 <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Student <input type="checkbox"/> Spouse (if married) </div> <div> <input type="checkbox"/> Mother (Step-mother) <input type="checkbox"/> Father (Step-father) </div> </div>	
<input type="checkbox"/> Loss of untaxed income <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Child Support <input type="checkbox"/> Workers Compensation <input type="checkbox"/> Other _____ </div> </div>	
<input type="checkbox"/> Loss of a Family Member <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Student divorce or separation <input type="checkbox"/> Parent divorce or separation </div> <div> <input type="checkbox"/> Death of a Spouse <input type="checkbox"/> Death of a Parent </div> </div>	
<input type="checkbox"/> Loss OR change of income due to Covid-19	
<input type="checkbox"/> Unusually high expenses related to necessary medical or dental care	
<input type="checkbox"/> Other _____	

SECTION II - Statement of Situation

In a **TYPED statement**, please explain your financial situation using dates and specific details. You must address all sources of income that you, your spouse (if applicable as an independent student) and your parents (if applicable as a dependent student) receive or expect to receive in the next year. Failure to provide specific details regarding your situation will result in the denial of your request.

SECTION III - Required Documentation

ALL Requests

- Copy of 2023 IRS Tax Transcript, signed copy of federal form 1040, OR successful LINK of IRS data
- Copy of all 2023 W2 forms
- Completed ICC Verification Forms

Loss/Change of employment

NOTE:

- If you, your spouse or parent have held more than one job but are no longer working at any of them, you must provide verification of non-employment for each job.
- If you, your spouse or parent are self-employed you must submit federal tax returns for three years; 2017, 2018 and 2019.
- Requests made after December 1, 2019 must include a copy of your (and spouse and parent as applicable) 2019 federal tax return.

- Letter from previous employer indicating last day worked; **AND EITHER**
- Signed Copy of 2023 federal tax return, form 1040, and
- Copies of all 2023 W2 forms, **OR**
- Letter from previous employer indicating last day worked, and
- Copy of your last pay stub from previous employer containing Year to Date earnings, and
- Letter from new employer indicating beginning date, rate of pay and average hours worked per week *OR* copies of multiple pay stubs from the new position.

Loss of untaxed income

Child Support

- Letter from child support enforcement agency or divorcee decree showing date of last payment
- Documentation of new monthly amount of child support for other minor children in the household (if applicable)

Workers Compensation

- Copy of termination of benefits letter from Workers Compensation
- Documentation of monthly benefit amount prior to termination

Other

- Copy of letter from the agency that provided benefits detailing termination and summary of benefits

Loss of a Family Member

Divorce or separation

- Divorce Decree, court judgment entry, letter from an attorney or clergy person
- Documentation verifying custody of minor children involved
- Documentation verifying child support received or paid for minor children involved

Death

- Death Certificate or obituary notice

Unusually high expenses related to necessary medical or dental care

- Copy of Schedule A – Itemized Deductions from the 2023 or 2024 Federal Tax Return
- If you did not complete a Schedule A – Itemized Deductions in 2023 or 2024, submit an itemized list of medical expenses paid **AND** copies of receipts or canceled checks for **each** medical expense.
An Explanation of Benefits from the insurance company will NOT be considered proof of payment.

Other

- Signed statement from student, parent or other individual explaining your circumstances.
- Pertinent documents supporting your request for special consideration, such as bank statements, prior year tax return, court documents, etc.

Student Name: _____ **ICC ID #:** _____

SECTION IV – Estimated Income

Please provide an estimate of your current income. It is important that you provide figures for an entire 12-month period. **Include ALL income you expect to receive from January 1, 2023 through December 31, 2024.** If an item does not apply to you please enter “0”. If you will receive some income for part of the year please include beginning and ending dates.

Type of Income	Parent	Student
Gross wages, tips, salaries, severance pay	Father \$ _____ Mother \$ _____	Student \$ _____ Spouse \$ _____
Social Security benefits for all family members	\$ _____	\$ _____
Retirement/Pension benefits	\$ _____	\$ _____
Self-Employment	\$ _____	\$ _____
Farm Income	\$ _____	\$ _____
Rental Income	\$ _____	\$ _____
Interest/Dividend Income	\$ _____	\$ _____
Workers Compensation	\$ _____	\$ _____
Child Support received for all minor children in the household	\$ _____	\$ _____
Public Assistance	\$ _____	\$ _____
Alimony	\$ _____	\$ _____
Other _____	\$ _____	\$ _____

SECTION V – Statement of Certification

I certify that the information contained in this Request for Special Consideration is true to the best of my knowledge and if requested, I agree to provide ICC’s financial aid office with further documentation for any information provided on this form. If my financial situation or circumstances change from what is indicated in this request, I agree to notify the financial aid office of the change.

Student Signature _____
 Parent Signature _____
 Date _____

Warning:
If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.