UNT DALLAS
Financial Aid & Scholarships

2026-2027 Request for Review of Special Circumstances

This form may be submitted if the information used to calculate your Student Aid Index (SAI) on your 2026-2027 FAFSA is no longer an accurate reflection of your current financial status due to an extenuating circumstance (e.g., divorce, death of spouse/parent, loss of income, etc.).

Submission of this form does NOT guarantee an adjustment to your information will be made or that additional aid will be awarded. Aid adjustments are subject to program and funding restrictions. Forms must be submitted at least four weeks before the end of the term to allow time for processing.

SECTION A: STUDENT INFORMATION

Student Name	UNTD Assigned ID

Step 1: Submit this completed form with all documentation to financialaid@untdallas.edu:
Include your name and 8-digit UNTD ID on every document submitted.

Documentation Required:

- ❑ A 2025 IRS Tax Return Transcript (irs.gov), or a signed copy of 2024 IRS 1040 form, for student and spouse/parent(s);
- ❑ A 2025 IRS Wage and Income Transcript (irs.gov), or copies of all 2024 W-2's, for student and spouse/parent(s);
- ❑ Typed personal statement on the circumstances. Statement should be brief and concise.

Step 2: Monitor your UNTD email account. Additional information may be requested depending on your individual circumstance. Communications are sent to the student though their UNTD email account.

SECTION B: CERTIFICATION

I certify that the information contained on this form is correct. I understand that if I purposely give false or misleading information or forged signatures on this form, I may be fined $20,000, sent to prison, or both; and it may result in the cancellation or repayment of all or part of my financial aid. I understand that I must sign and return this form with all required documentation for my request to be reviewed. **Electronic signatures are not accepted.**

Student Signature (*Required*) Date

X_____ _____

Spouse Signature (*Required if Student is Married*) Date

X_____ _____

Parent Signature (*Required if Dependent on FAFSA*) Date

X_____ _____

Return this completed form with any required documentation to:
Office of Financial Aid & Scholarships|University of North Texas at Dallas|7350 University Hills Blvd. Dallas, TX 75241 or fax to (972) 338-1799 or save and attach as PDF and email to verification@untdallas.edu

STUDENT NAME _____ **UNTD ID #** _____

SECTION C: INDICATE CIRCUMSTANCE

Circumstance	Person Affected	Effective Date	Additional Supporting Documentation
❑ Divorce, or ❑ Separation, or ❑ Marriage, or ❑ Death	❑ Student ❑ Parent		• Divorce: court documentation/decree • Separation: court documentation • Marriage: copy of marriage certificate • Death: copy of the death certificate or obituary
❑ Loss/ reduction in Income	❑ Student ❑ Spouse ❑ Parent		• If currently employed, documentation showing current Year-to-Date earnings.
❑ Loss of Benefits (ex. Child support)	❑ Student ❑ Spouse ❑ Parent		• Documentation of the termination of benefits.
❑ One-Time Benefit or Payment	❑ Student ❑ Spouse ❑ Parent		• Documentation of the one-time benefits, **and** • Statement explaining how benefits were used.
❑ Extenuating Unreimbursed Medical or Long-term care Expenses	❑ Student ❑ Spouse ❑ Parent		• Receipts/documentation of expenses paid out of pocket and not covered by insurance during the 2026-2027 academic year. (Patient must be member of family size.)
❑ Multiple members of household in college	❑ Student ❑ Parent		• Statement to include family member's name, age, relationship to student, and full name of college or school attending
❑ Other circumstance not listed on this form	❑ Student ❑ Spouse ❑ Parent		• Explanation and documentation of the "other" circumstance that demonstrates a significant impact to household income for the 2026-2027 academic year.

SECTION D: 2026 Income

- **Include Actual and Anticipated Income for the Entire 2026 Calendar Year**
- **Do Not** leave any item blank. If an amount is zero or does not apply, please enter $0 or enter N/A.

2026 Income	Student	Student Spouse	Parent #1	Parent #2
Income from work (wages, tips, etc.)	$	$	$	$
Tax exempt interest income	$	$	$	$
Untaxed portions of IRA distributions or pensions	$	$	$	$
IRA or pension rollover into another qualified plan	$	$	$	$
IRA deduction & payments to self-employed SEP, SIMPLE and qualified plans.	$	$	$	$
Business and/or farm income or loss	$	$	$	$
Foreign earned income exclusion	$	$	$	$

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