

Special Circumstance Form

You may request an increase to your financial aid budget in certain limited circumstances. If your request is approved, the Financial Aid Office will increase the amount of your Federal Graduate PLUS loan. If you have an endorser for your Graduate PLUS loan, he/she must be willing to increase the amount.

Directions: Complete and email all documentation to the Financial Aid Office at faid@stcl.edu. No phone photos will be accepted. **Submission of this form does not guarantee approval. Incomplete requests that do not contain supporting documentation will be returned.**

A. **Name:** _____
Last First Middle

Student G#: _____

B. Reason for Budget Increase

_____ **Paid** medical or dental care _____ One-time computer
_____ **Paid** major car repair _____ Job Loss

C. **Requesting Budget Increase for:** _____ Semester _____ Academic Year

D. Written Documentation

Please attach a detailed typed statement of your request for an increase in your budget and attach documentation, i.e., scanned receipts for car repairs, medical out-of-pocket or laptop. For loss of income as a result of unemployment, please submit last pay stub and unemployment benefit documentation including the amount you will receive

Student Certification

To the best of my knowledge, the information I am submitting is true. I understand that misrepresentation of facts in connection with this request, whenever discovered, may be sufficient cause for cancellations and/or repayment of financial aid.

Signature

Date

Office of Scholarships & Financial Aid

Email: faid@stcl.edu

Phone: 713-646-1820