

Special Circumstance Request

2024-2025



FINANCIAL AID

BOB JONES UNIVERSITY

Step 1: Identification of Special Circumstances and Request a Review

Review the categories listed below to determine if you may be eligible to submit a request. Contact the Office of Financial Aid to request a review. Email: finaid@bju.edu Phone: (864) 241-1637. This review process is optional.

Step 2: Review Process:

Once your initial special circumstance review application has been confirmed, you will receive email instructions for creating an account and completing all required tasks. (*NOTE: FAFSA verification* must be completed before the special circumstance is performed.*) BJU E-Verification allows you to complete verification and the special circumstance review process from your electronic device.

Special Circumstance	Explanation	Documentation that may be required
Loss of Income—non-disability related unemployment	Student, spouse or parent(s) has lost employment (due to layoff, cut in pay or voluntary resignation) since the tax year reported on the most recent FAFSA. Additionally, a minimum of 12 consecutive weeks of income loss is required for appeals based on loss of earnings to allow time for the documentation to display current income level.	<ul style="list-style-type: none">• Detailed letter explaining special circumstance• Copies of 2022 & 2023 Federal Tax Returns and all W-2's for student, spouse (if applicable) and parent(s) whose information was required on the FAFSA• If self-employed, signed statement of earnings for 2024• Documentation of loss of employment (to include any severance package/letter from employer on company letterhead)• Copy of unemployment check(s) and/or last pay stubs (or letter stating that unemployment was denied)• Last two paystubs from former employer
Loss of Income due to disability	Student, spouse or parent(s) has not been able to earn money the way it was earned during the last tax year reported on the most recent FAFSA.	<ul style="list-style-type: none">• Detailed letter explaining special circumstance• Copies of 2022 & 2023 Federal Tax Returns and all W-2's for student, spouse (if applicable) and parent(s) whose information was required on the FAFSA• If self-employed, signed statement of earnings for 2024• Documentation of loss of earnings (such as letter from employer on company letterhead)• Copies of Approval/Denial letters for disability
Loss of untaxed income or benefits	Student, spouse or parent(s) has lost untaxed earnings (such as child support, Worker's Compensation) since the last tax year reported on the most recent FAFSA.	<ul style="list-style-type: none">• Detailed letter explaining special circumstance• Copies of 2022 & 2023 Federal Tax Returns and all W-2's for student, spouse (if applicable) and parent(s) whose information was required on the FAFSA• Documentation of loss of untaxed income or benefits (court decisions, letters of denial of benefits, etc.)

Special Circumstance	Explanation	Documentation that may be required
Occurrence of one-time income	Student, spouse or parent(s) received a one-time lump sum (such as inheritance, retirement, IRA distribution, etc.) that was reported on the most recent FAFSA, but not expected in the future.	<ul style="list-style-type: none"> • Detailed letter explaining special circumstance • Copies of 2022 & 2023 Federal Tax Returns and all W-2's for student, spouse (if applicable) and parent(s) whose information was required on the FAFSA • Documentation of the one-time income (legal forms, financial statements, etc.) • Documentation supporting how the funds were spent or invested
Separation or Divorce	Student (or your parents, if dependent) have separated or become divorced since the time the most recent FAFSA was filed.	<ul style="list-style-type: none"> • Detailed letter explaining special circumstance • Copies of 2022 & 2023 Federal Tax Returns and all W-2's for student, spouse (if applicable) and parent(s) whose information was required on the FAFSA • Legal documentation of separation or divorce (such as a court decision or divorce decree)
Death	Your parent (or spouse) received income for most of the recently reported tax year, but passed away after you completed the most recent FAFSA.	<ul style="list-style-type: none"> • Detailed letter explaining special circumstance • Copies of 2022 & 2023 Federal Tax Returns and all W-2's for student, spouse (if applicable) and parent(s) whose information was required on the FAFSA • Legal document such as a death certificate
Elementary or secondary school tuition costs for siblings or children (if independent)	You or your parents are paying private K5-12 school tuition costs for the upcoming school year for other dependent children.	<ul style="list-style-type: none"> • Detailed letter explaining special circumstance • Official statement of tuition paid or due for the 2024-2025 academic year. OR • Signed letter from the school on school letterhead stating the amount of tuition paid or due for the 2024-2025 academic year.
Medical and/or dental expenses (If paid expenses exceed 11% of Adjusted Gross Income in 2022)	You or your parents paid medical or dental expenses not covered by insurance or paid through a healthshare program during the most recent tax year (2022 or 2023).	<ul style="list-style-type: none"> • Detailed letter explaining special circumstance • Proof of payment of out-of-pocket medical or dental expenses, including premiums paid in 2022 or 2023 • Examples of proof of payments may include, but are not limited to, copies of cancelled checks or bank/credit card statements specifying payments to a provider. Explanation of Benefits (EOB) or an invoice (statement) of services cannot be used as proof of payment.

*The first step in the review process is to verify FAFSA information including all financial and household information. Any updates required by the Federal Department of Education to this information could result in a change in eligibility for any Federal aid including the Pell grant.