

Office of Student Financial Aid

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Last Name	First Name	M.I.	BRCTC ID number
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Address			Phone Number (include area code)
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City	State	Zip Code	Email Address

Due to the current pandemic, the Financial Aid Office recognizes that student and their families may have extenuating financial circumstances that the standard need analysis form (the Free Application for Federal Student Aid, FAFSA) does not consider.

**Review of Special Circumstance Appeal Forms will begin after AFTER June 15, 2021.
The last day for submission of a 2021-2022 Special Circumstance Appeal is March 21, 2022.
Appeals will NOT be accepted after this date.**

INSTRUCTIONS

To request a review of your extenuating financial circumstances related to COVID-19:

1. Complete and submit this Special Circumstances Appeal Form to the Financial Aid Office. **NOTE: Only complete this form if you or your parents have experienced changes due to COVID-19. For other special circumstance situations, please reach out to our office.**
2. Attach to this form all documentation that supports your extenuating financial circumstances. Appeals submitted without the required supporting documentation will be denied.

Note: If the Expected Family Contribution (EFC) on your FAFSA's Student Aid Report (SAR) is zero, do NOT submit this form. The maximum amount in financial aid possible is automatically awarded to students who have an EFC of zero.

All students applying for a Special Circumstance are selected for verification and must submit:

- | | |
|--|---|
| <input type="checkbox"/> Special Circumstance Appeal due to COVID-19 Form | <input type="checkbox"/> 2020 Federal Tax Return, signed copy |
| <input type="checkbox"/> 2019 Federal Tax Return, signed copy or Data Retrieval Tool | <input type="checkbox"/> Type-written explanation of Special Circumstance |
| <input type="checkbox"/> 2019 & 2020 W-2 Forms for student, parent(s), spouse | |

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NOTE: Only complete this form if you or your parents have experienced changes to **employment or incurred medical expenses due to COVID-19**. For other special circumstance situations, please reach out to our office at finaid@blueridgectc.edu to obtain our 2021-22 Special Circumstance Appeal Form

Please check the corresponding box and provide the additional documentation.

Check Box	Reason	Additional Required Documentation
<input type="checkbox"/> <input type="checkbox"/>	<p>Decrease in student/spouse income from employment in 2021 due to COVID-19</p> <p>Decrease in parent income from employment in 2021 due to COVID-19</p>	<p>Retirement</p> <ul style="list-style-type: none"> • Letter of separation from employer • Copy of last pay stub showing earnings or most recent W-2 • Statement of retirement benefits <p>Loss of employment due to layoff or termination</p> <ul style="list-style-type: none"> • Copy of unemployment benefits OR statement of ineligibility • Letter on employer company letterhead that states the last date of employment • Documentation of severance/buy-out package and year-to-date income or recent W-2 <p>Change in employment status, from full-time to part-time, or reduction in wages</p> <ul style="list-style-type: none"> • Letter on employer company letterhead with the change effective date • Documentation of year-to-date income • If you reduced work hours to attend school, provide a letter to explain
<input type="checkbox"/>	<p>Unreimbursed medical or dental expenses paid, as a result of COVID-19</p>	<ul style="list-style-type: none"> • Documentation for non-reimbursed medical or dental expenses paid, as a result of COVID-19 • A copy of your IRS Schedule A, if filed • Expenses must exceed 11.5% of your Adjusted Gross Income in order to make a difference in your Expected Family Contribution
<input type="checkbox"/>	<p>Death of supporting family member due to COVID-19</p>	<ul style="list-style-type: none"> • Proof of loss of supporting family member (e.g. death certificate or obituary notice dates after FAFSA was filed)

To return this form:

Mail: Office of Student Financial Aid, 13650 Apple Harvest Drive, Martinsburg WV 25403

Fax: 304-260-4376

Email finaid@blueridgectc.edu for a secure online portal link

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Household Information

Refer to the chart below to determine who you should include in your household size. Please note support includes money, gifts, loans, housing, food, clothes, car, medical and dental care, payment of college costs, etc.

Independent Student	Dependent Student
<i>You should list the following people within your household for whom you will provide more than half of their support between July 1, 2021 and June 30, 2022.</i>	<i>You should list the following people within your parent's household for whom your parent(s) will provide more than half of their support between July 1, 2021 and June 30, 2022.</i>
<ul style="list-style-type: none"> • Yourself <i>and</i> • Your spouse, if you are married <i>and</i> • Your children <i>and</i> • Other people if they now live with you 	<ul style="list-style-type: none"> • Yourself <i>and</i> • Your parent(s) (including a stepparent) even if you do not live with your parents <i>and</i> • Your parent(s) other children <i>and</i> • Other people if they now live with your parent(s)
Include the name of the college for any household member, who will be enrolled, at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2021, and June 30, 2022.	

Full Name	Age	Relationship	College Name	Will Be Enrolled at Least ½ Time?
<i>John Smith (example)</i>	<i>29</i>	<i>Husband</i>	<i>Example University</i>	<i>Yes</i>
		self	Blue Ridge CTC	

Incomplete appeals will be denied. We may request additional documentation. You will be notified via email, text, and/or BRIDGE.

CERTIFICATION:

My signature below certifies that the information provided above is true and correct to the best of my knowledge. I understand that the penalty for providing false or misleading information is a fine, prison sentence, or both.

Parent Signature	Date
Student Signature	Date

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