

## How to request a Special Circumstance

If you have submitted a FAFSA and have experienced:

- a death in the family,
- loss of employment by you or a parent,
- high medical expenses,
- divorce, extraordinary dependent care,
- divorce, secondary school tuition
- other extraordinary situation.

Contact the Financial Aid office or your Admissions counselor to discuss your situation. If it meets one of the above situations, we will mail you a Special Circumstances form and a Verification worksheet. Complete the forms and submit them via mail or our document upload site with all supporting documents for review. Please allow up to two weeks for review.

To request a Special Circumstance form please contact the Financial Aid Office at:

Email: [myaid@franciscan.edu](mailto:myaid@franciscan.edu)

Phone: 740.283.6226