



## 2022-23 Petition for Special Circumstances

Student Name: \_\_\_\_\_

UH ID/Username: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

If the financial information that you provided on your Free Application for Federal Student Aid (FAFSA) does not reflect your/your family's current financial situation due to an extenuating circumstance the Financial Aid Office may have the ability to update your FAFSA based on your petition and documentation provided. Deadline to submit this form is 30 Days prior to the end of the current term/enrollment (whichever is earlier).

### **Step 1-Check who the special circumstance in this petition applies to:**

- Myself
- My Spouse
- My Parent(s)-Parent signature is required on this form if the circumstance relates to them.

### **Step 2-Attach a detailed statement explaining your circumstance. Make sure to include dates the circumstance occurred. Please also include an explanation of the income you currently have to support yourself during the school year.**

### **Step 3-Check below the reason for your petition. Submit documentation to support your petition. Below are examples of supporting documents that may be provided.**

| What is your circumstance petition for: | Examples of documentation to attach to this petition   |
|---|--|
| Unemployment                            | Unemployment Insurance Determination of Insured Status Letter OR Online Unemployment Insurance Summary of Claims             |
| Reduction of employment hours/wages     | At least 1 full month of the most recent income documentation.   |
| Divorce or Separation                   | Legal documentation showing divorce or separation AND W-2's for both parties   |
| Death of spouse or parent               | Death certificate or obituary AND W-2's for the deceased party   |
| Change in household or college size     | Change in household (Pregnancy, custody, adoption paperwork, etc.) or college size (acceptance letter, class schedule, etc.) |
| Other circumstance                      | Documentation to support your circumstance   |

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **RETURN THIS FORM ALONG WITH ANY OTHER REQUIRED DOCUMENTATION TO THE COMMUNITY COLLEGE CAMPUS THAT YOU WILL BE ATTENDING:**

| Community College                  | Address                                       | Email  | Phone          |
|------------------------------------|---|--|----------------|
| Hawai'i Community College          | 1175 Manono Street * Hilo, HI 96720           | <a href="mailto:hawccfao@hawaii.edu">hawccfao@hawaii.edu</a> | (808) 934-2712 |
| Honolulu Community College         | 874 Dillingham Boulevard * Honolulu, HI 96817 | <a href="mailto:honccfao@hawaii.edu">honccfao@hawaii.edu</a> | (808) 845-9116 |
| Kapi'olani Community College       | 4303 Diamond Head Road * Honolulu, HI 96816   | <a href="mailto:kapfao@hawaii.edu">kapfao@hawaii.edu</a>     | (808) 734-9537 |
| Kaua'i Community College           | 3-1901 Kaumuali'i Highway * Lihu'e, HI 96766  | <a href="mailto:kaucfao@hawaii.edu">kaucfao@hawaii.edu</a>   | (808) 245-8360 |
| Leeward Community College          | 96-045 Ala 'Ike Street * Pearl City, HI 96782 | <a href="mailto:lccfao@hawaii.edu">lccfao@hawaii.edu</a>     | (808) 455-0606 |
| University of Hawai'i Maui College | 310 West Ka'ahumanu Ave * Kahului, HI 96732   | <a href="mailto:mauifa@hawaii.edu">mauifa@hawaii.edu</a>     | (808) 984-3277 |
| Windward Community College         | 45-720 Kea'ahala Road * Kane'ohe, HI 96744    | <a href="mailto:wccfao@hawaii.edu">wccfao@hawaii.edu</a>     | (808) 235-7449 |

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