



## SPECIAL CIRCUMSTANCE REQUEST INSTRUCTIONS

**Please follow the instructions below to pursue a Special Circumstance request.**

If you believe your Free Application for Federal Student Aid (FAFSA) does not accurately reflect your current financial situation, you may request a Special Circumstance (SC) review. All SC requests submitted will be reviewed by the Student Financial Services Review Committee.

Special Circumstance requests generally consist of extraordinary, extenuating situations such as:

- illnesses causing unusually high medical expenses
- death of an immediate family member
- job loss

Circumstances generally not considered to be extraordinary and extenuating are:

- those made by choice
- those that would be normal expense for families such as utility bills or household maintenance

A Dependency Override (DO) request is a Special Circumstance. Extraordinary, extenuating circumstances warranting a DO may include:

- an abusive family environment
- abandonment by parents
- incarceration of parents

The following circumstances generally do not qualify for a DO unless they cause one of the above situations:

- parents refusal to contribute to the student's education
- parents unwillingness to provide information on the FAFSA or for verification
- student not claimed by parents as a dependent for income tax purposes
- student demonstrating total self-sufficiency

If your situation warrants a SC review, a letter detailing your SC request and signed by either the student or one parent should be sent to Student Financial Services (SFS). Please provide as much detail and documentation to support your request. You will be contacted by SFS should any further information be required. If you were selected by the U.S. Department of Education for verification, you must complete this process before any requests will be considered.

You may receive an award letter before your SC request is reviewed. Once the Student Financial Services Review Committee has reached a decision, you will be notified via email.

**Please contact your Admissions Counselor or Student Central  
with any financial aid questions.**

Student Financial Services  
11400 Concordia University Drive  
Austin, TX 78726-4141

Student Central Phone: 1.512.313.4700  
Student Financial Services Fax: 1.512.313.1670  
Email: [financialaid@concordia.edu](mailto:financialaid@concordia.edu)