

Required Documentation for Extenuating Circumstances

Loss of employment or change in employment status

Tax Return Transcript for student & spouse or student & parents (for dependent students) OR

- Letters from prior employers, stating termination dates and 2021 earnings to date on letterhead, signed, and dated.*
- Letters from any current employers, stating expected earnings for 2021 on letterhead, signed, and dated.*
- Unemployment recap showing amount of benefits received and the expected unemployment to receive in 2021 OR statement indicating no benefits received or expected to be received in 2021.*

**Information required for student and parent(s) if dependent.*

**Information required for student and spouse if independent.*

Divorce or separation of student or parent 2020 or 2021

- Divorce-Copy of Divorce decree
- Separation-copy of the legal separation document or a signed statement from your attorney, showing the date of separation (*If no legal separation has been filed, you must provide the following: a tax return showing separate filing status, or documents to prove you have a separate residence such as a statement from landlord, utility bills in your name, etc..*)

Death of a spouse or parent

- A death certificate, an obituary notice, or a notarized statement from an unrelated third party.

Loss of untaxed income

- A copy of a letter from the agency that provided benefits, detailing termination of benefits, and copies of summaries of benefits

Disability of student or spouse or parent

✕ Medical documentation of disability and of any benefits received as a result of the disability.*

✕ Income from all sources for 11or 2021*

**Information required for student and parent(s) if dependent.*

**Information required for student and spouse if independent.*

Unusual medical or dental bills or handicapped-related expenses

- A copy of Schedule A of the Federal 1040 form or canceled checks or receipts showing amount paid with statement from insurance company showing expenses were not reimbursed.
- Copies of 2020 or 2021 Medical Bills & Amounts Paid

Other unusual circumstances not covered above

- Explanation and documentation

Attach required documentation to completed form, and return to the Financial Aid Office at National Park College.

For questions regarding the Reconsideration, please contact Gayla Mattoon at (501)760-4235.