

When completing the FAFSA, you are required to provide 2022 income/asset information and in some cases, this information changes or is not a good representation of your family's financial situation. If you are experiencing a hardship or other situation that is not reflected on the FAFSA, we may be able to reevaluate your financial need.

**INSTRUCTIONS:** Please complete all sections of this worksheet and submit any requested information to the Financial Aid Office. You will be notified by mail once a decision has been made. Decisions of the Special Circumstances Review Committee are final. **All Steps, A-E, are required.** Please contact us with any questions at 614-251-4778 or [finaid@ohiodominican.edu](mailto:finaid@ohiodominican.edu).

### A. Student Information

Student's Full Name

ODU Student ID Number or Last 4 of social

Student Phone Number (Including Area Code)

Parent Daytime Phone Number  
(Dependent Students only)

### B. Reason For Filing

#### Divorce/Separation

1. If dependent student - Indicate which parent provides the greater portion of the student's financial support:  
Father \_\_\_\_\_ Mother \_\_\_\_\_
  - **Required Documentation:** Copy of divorce decree, OR letter from attorney stating marital status, OR documentation confirming separate residences (Ex.: utility bills), AND copy of 2022 tax return as well as copy of parent W-2 if tax return filed jointly.
2. If independent student – Submit required documentation
  - **Required Documentation:** Copy of divorce decree, OR letter from attorney stating marital status, OR documentation confirming separate residences (Ex.: utility bills), AND copy of 2022 tax return as well as copy of student W-2 if tax return filed jointly.

#### Death of a Parent (Dependent Students Only)

- **Required Documentation:** Copy of the Death Certificate or statement from clergy to verify the date of death.

### C. Personal Statement

- I have attached a personal statement to this application explaining the details of my specific situation.

### D. Verification Worksheet

- I have submitted a V1 Standard: 2024-2025 Verification Worksheet and any documentation that may be required with it (located at [www.ohiodominican.edu/finaidforms](http://www.ohiodominican.edu/finaidforms)).

### E. Certification and Signatures

By signing this application, I certify that the information provided on this form and all supporting documentation is true to the best of my knowledge. I understand that incomplete requests will not be processed and additional documents may be requested to verify my circumstance(s). I also understand that submitting this information does not guarantee an adjustment to my/my child's financial aid.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Signature (Dependent Students Only): \_\_\_\_\_

Date: \_\_\_\_\_

#### Submit completed form to:

Financial Aid Office, Ohio Dominican University, 1216 Sunbury Road, Columbus, OH 43219  
Phone: (614) 251-4778 Fax: (614) 253-3499