GRAND CANYON UNIVERSITY™

2022-2023 Petition for Special Circumstances
Income Adjustment

Student Name: _____ GCU Student Number: _____

Phone Number: _____

GCU may use judgment on a case-by-case basis to review extenuating circumstances that are now affecting the student's income. These extenuating circumstances may include substantial loss of income or assets or recent unemployment of a household member. If due to recent unemployment, this application cannot be submitted until unemployment compensation has been confirmed/denied. A Petition for Special Circumstances is not required if the Estimated Family Contribution (EFC) on your Student Aid Report is 0.

If a petition is requested due to change in marital status where you are no longer considered married, but are still an independent student, please request a Separation of Income from your GCU Student Services Counselor, and do not continue with this request.

Please complete the section below and submit the required document(s) to your GCU Student Services Counselor for review.

Income Adjustment

If there has been significant changes to your and/or your parents'/spouse's income due to extenuating circumstances, please provide a brief explanation below and submit the following documents that apply to your request:

Date the extenuating circumstance occurred: _____

Did you file taxes that already reflect the impact of the extenuating circumstance?   Yes _____ No _____

☐   If **yes**, please include a copy of the IRS 1040 Tax Return Transcript or signed 1040 Tax Form reflecting the loss.

☐   If **no and related to a job loss**, please include the final pay statement and, if applicable, the up-to-date unemployment benefits letter.

Please note, additional information may be requested.

Student Signature: _____ Date: _____

Signature options: 1) Original mailed or delivered to GCU, 2) Original uploaded to Student Portal, 3) Signed by finger or stylus and uploaded to Student Portal, or 4) An image of a signature that is affixed to the document and uploaded to the Student Portal. A signature cannot be typed even if typed in a cursive font.

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