



2025-2026 Special Circumstance Application
Loss or Reduction of Income

When completing the FAFSA, you are required to provide 2023 income/asset information and in some cases, this information changes or is not a good representation of your family's financial situation.

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.

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 - Loss or Reduction of income for student/ spouse/ or parent of dependent student

Loss of Income

- 1. Name of individual(s) who lost their job: Required Documentation: Letter from past employer stating date of termination, last paystub from all job(s) worked indicating year-to-date earnings for 2025, AND documentation showing amount of unemployment being received, if applicable.

Reduction of Income

- 1. Name of individual(s) with a reduction in pay: Required Documentation: Copy of last pay stub indicating year-to-date earnings for 2025 from previous employer, copy of most recent pay stub from current employer, AND a letter from your employer (on company letterhead) explaining job/pay changes.

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: 2025-2026 Verification Worksheet and any documentation that may be required with it (located at 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).

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