

The Special Conditions Form can be used if you or your family has experienced an unusual circumstance that may affect your ability to pay for your education at the University of Baltimore. Before the office can take your circumstance into consideration, you must have filed the 2022-2023 Free Application for Federal Financial Aid (FAFSA). The reduction must result from one of the special conditions listed below occurring between January 1, 2022 and December 31, 2022.

This form is designed to adjust the Expected Family Contribution (EFC) which determines what portion of aid can be need based. Submitting this form does not necessarily mean additional aid will be awarded.

**NOTE:** Graduate and Law/APD students are awarded Unsubsidized Direct Loans only and will not benefit from filing a Special Conditions Form.

Please complete and return this form and any requested documentation to the Office of Financial Aid. Documents may be faxed to 410.837.5493 or scanned and emailed to [financialaid@ubalt.edu](mailto:financialaid@ubalt.edu) or uploaded online by visiting our Financial Aid Forms webpage: <http://www.ubalt.edu/admission/financial-aid/resources/forms.cfm>. Please allow 3-5 business days for your To-Do List to be updated once submitted. Please note the review process can take up to three weeks.

## A. STUDENT INFORMATION

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Last Name	First Name	M.I.	Student ID Number
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Email Address	Telephone Number	Date of Birth
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## B. SPECIAL CONDITION (Check each category that identifies your special condition. Parent information and a parent signature is required for dependent students only.)

### Option 1: Loss or reduction of income of at least 20%. Please provide the following:

- A dated letter of resignation or termination
- Documentation showing year -to-date income received (last pay stub)
- Documentation of benefits from Unemployment Administration showing monthly benefit or denial of benefit, if applicable
- Documentation of severance, if applicable
- A copy of your 2020 & 2021 IRS Tax Return Transcript
- A copy of your parent or spouse 2020 & 2021 IRS Tax Return Transcript
- A copy of all 2020 & 2021 W2 Forms

### Option 2: Death of parent or spouse. Please provide the following:

- A copy of the death certificate
- A copy of your 2020 & 2021 IRS Tax Return Transcript
- A copy of your parent or spouse 2020 & 2021 IRS Tax Return Transcript (Please provide an explanation if you are unable to obtain this information)
- A copy of all 2020 & 2021 W2 Forms

### Option 3: Separation or divorce of parent (or student). Please provide the following:

- If separated, please provide documentation showing the individuals live in separate residences.
- If divorced, please provide the divorce decree.
- A copy of your 2020 & 2021 IRS Tax Return Transcript
- A copy of your parent or spouse 2020 & 2021 IRS Tax Return Transcript
- A copy of all 2020 & 2021 W2 Forms

**Option 4: Permanent and total disability suffered. Please provide the following:**

- A signed letter from a physician stating the extent and duration of the disability
- Documentation showing year-to-date income received (last pay stub if applicable)
- Disability benefit statement from Social Security Administration
- A copy of your 2020 & 2021 IRS Tax Return Transcript
- A copy of your parent or spouse 2020 & 2021 IRS Tax Return Transcript
- A copy of all 2020 & 2021 W2 Forms

**Option 5: Reduction of untaxed income. Please provide the following:**

- A copy of supporting documentation showing the reduction
- A copy of your 2020 & 2021 IRS Tax Return Transcript
- A copy of your parent or spouse 2020 & 2021 IRS Tax Return Transcript
- A copy of all 2020 & 2021 W2 Forms

**Option 6: One time income received that will not be received next year. Please provide the following:**

- A copy of supporting documentation showing the one-time occurrence
- A copy of your 2020 & 2021 IRS Tax Return Transcript
- A copy of your parent or spouse 2020 & 2021 IRS Tax Return Transcript A
- copy of all 2020 & 2021 W2 Forms

**C. EXPLANATION OF APPEAL**

Please explain your special conditions in detail. How has the situation affected your ability to pay for 2022–2023 educational expenses?

