

# Special Circumstances Appeal (Student Instructions)

**Special Circumstances** refer to the financial situations (loss of a job, etc.) that justify an aid administrator reviewing and adjusting elements in the Student Aid Index (SAI) calculation. Generally, students must have a valid FAFSA. This review is always done on a case-by-case basis and the financial administrator's decision is final and cannot be appealed.

The Office of Student Financial Aid Services recognizes the following as qualifying special circumstances for the special circumstances appeal:

- Loss of benefits (e.g. unemployment, alimony, Social Security/disability, or worker's compensation)
- Death of a parent or student's spouse
- Divorce/Separation of a parent or student
- Unreimbursed medical and dental care expenses
- Other circumstances on a case-by-case basis

A student who wishes to submit a Special Circumstance appeal should first contact the Student Financial Aid Services at 973-596-3479 or [finaid@njit.edu](mailto:finaid@njit.edu) and speak with an advisor. The advisor will advise the student on the process and open a tracking requirement for the appeal. Students may also request an appeal by following the steps below:



## Create your Student Forms Account

If you have not already created your Student Forms portal account, see the [instructions](#).

- Students will log into the Student Forms [document portal](#) and click on Manage Requests.

Needs Action	
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- Click on **+** for 2025-2026 or the relevant aid year for Professional Judgment: Special Circumstance – EFC/SAI Appeal

Manage Requests		
You can request to open an appeal or upload a specific document or close the request if you no longer wish to proceed. If you are unsure which award year to choose for a request, please confirm with your school.		
Request Type	2024-2025	2025-2026
Professional Judgment: Special Circumstance - EFC/SAI Appeal		

- **Submit the appeal after carefully providing the details of your circumstances with dates of the circumstance.**

Add Request

Professional Judgment: Special Circumstance - EFC/SAI Appeal -- 2025-2026

Please explain your reason for this request.

Example

Significant loss or reduction of income. My father lost his job.

Characters left: 182/255

Submit

Go Back

- **Click on the Professional Judgment box under Needs Action.**

Student Forms

Needs Action

1 Task Left

2024-2025 Verification

Status: Collecting Documents

Needs Action 1

Submitted 0

1 Task Left

2025-2026 Professional Judgment: ...

Status: Collecting Documents

Needs Action 1

Submitted 0

1 Task Left

2025-2026 Verification

Status: Collecting Documents

Needs Action 1

Submitted 0

- **Click on PJ Special Circumstance – EFC/SAI Appeal, fill out the form, and submit it with supporting documents.**

2025 - 2026 Professional Judgment: Special Circumstance - EFC/SAI Appeal

Below is the list of items the Office of Financial Aid needs you to complete for the professional judgment appeal process. Click on any section to view the detailed list of requirements.

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Dependent PJ Special Circumstance - EFC/SAI Appeal

To continue with your Professional Judgment (PJ) Special Circumstance - EFC/SAI appeal you must complete the PJ Special Circumstance - EFC/SAI Appeal web form.

test

Appeal Status: Open

PJ Special Circumstance - EFC/SAI Appeal Web Form

Fill Out

## **Supporting Documents**

Please provide legible copies of all documents. NJIT reserves the right to request any additional documentation as necessary. Incomplete submissions will delay the processing. The processing time is 4 – 6 weeks. We recommend that you make payment arrangements with the [Bursar's](#) office to avoid late fees.

### **Loss or Reduction of Income**

- Prior-Prior year and the most recent Federal Tax Returns, all schedules, W-2s and 1099s
- Last two pay stubs showing year-to-date earnings
- Most recent pay stub for the current employer, if employed
- Unemployment benefits determination letter that shows the weekly amount of gross and net unemployment benefits **OR** denial of unemployment benefits with an explanation
- Termination letter on the company's letterhead
- Letter on company's letterhead indicating loss of full-time work
- Documentation of severance pay
- Documentation of any other received or expected taxed/untaxed income

### **Loss of Benefits**

- Prior-Prior year and the most recent Federal Tax Returns, all schedules, W-2s and 1099s
- Benefits cancellation letter from an agency or court indicating the date of termination and reason
- Documentation showing the total amounts of benefits received for the current year
- Documentation showing the total amounts of benefits received in the prior year
- Documentation of any other received or expected taxed/untaxed income

### **Death of a parent or student's spouse**

- Prior-Prior year and the most recent Federal Tax Returns, all schedules, W-2s and 1099s
- Last two pay stubs showing year-to-date earnings
- Death certificate
- Social Security documentation indicating start date and monthly benefit amount
- Documentation of any other received or expected taxed/untaxed income (e.g. life insurance)

### **Divorce/Separation of a parent or student**

- Signed and dated statement explaining the circumstance from both parties. Must also list the addresses where each resides
- Prior-Prior year and the most recent Federal Tax Returns, all schedules, W-2s and 1099s
- If Divorced: Divorce decree
- If Separated: Copy of separation agreement if available and
- Proof of separate residences (utility bill; gas, water, electric, driver's license, official lease mortgage statement, etc.). **Cell phone bills and bank statements are not acceptable**
- Proof of monthly amount of child support and alimony received
- Documentation of any other received or expected taxed/untaxed income

### **Unreimbursed medical and dental care expenses**

- Prior-Prior year and the most recent Federal Tax Returns, all schedules, W-2s and 1099s
- Explanation of Benefits Statements from insurance for each expense
- Supporting documentation of out-of-pocket medical expenses with proof of payment
- Schedule A for prior-prior year and the most recent tax year