Special Circumstance Revision Request Form

The Office of Student Financial Aid has established a student budget for the cost of attendance and personal expenses based upon average yearly costs. Although every effort is made to optimize financial options for students, we understand that extraordinary circumstances arise which may require funding for additional expenses.

Ineligible circumstances – Adjustments will not be made for the following situations:

- Bankruptcy
- Child Support
- Consumer dept (credit cards)
- Electronic devices
- Personal loans
- Home equity, IRA, 403B, 401K Loans
- Insurance premiums: Car, Dental, Medical, Vision, Life and Mortgage
- Medical / Dental / Vision or any other unusual expenses less than the Income Protection Allowance (IPA) of the student/family income
- Standard living expenses (e.g. utilities, mortgage, rent, etc.)
- Tax levy, payment
- Transportation costs, (i.e., car payments, insurance, cosmetic repairs, routine repairs – oil changes, tune ups, registration/inspection fees) other than extraordinary car repairs.

Eligible circumstances – Adjustments allowed to be made for the following situations:

- Medical / Dental Vision / Other Unusual Expenses:
  This does not include insurance premiums or routine office visits, as this has already been estimated in your cost of attendance. Adjustments will only be considered if they are not included as itemized deductions on your federal tax return AND they exceed the IPA (Income Protection Allowance). Medical expenses are considered unusual only if they exceed 11% of the family’s income. The student may be awarded only the difference between the IPA and amount paid out of pocket.

- Transportation Repairs:
  Unexpected car repairs, (i.e.: motor, transmission, fuel pump, radiator, etc). Revisions are allowed for one vehicle owned by the student per award year. Estimates are preapproved and are awarded after a receipt is presented.

- Other:
  Extenuating circumstances - This option may need to be discussed in greater detail with your counselor to determine whether or not your circumstance warrants an appeal/revision. Attach any supporting documentation.

Providing false, misleading or altered information/documentation may result in revocation of eligibility and/or repayment of aid in this year or future years.
Baylor College of Medicine
Student Financial Aid Office

20__- 20__
Documentation of Special Circumstances

Student Name: _______________________________   BCM Student I.D#: ___________________________
Program and Year of Study: _________________________E-Mail Address: ___________________________

I am requesting a review of/or adjustment to my Cost of Attendance due to the following extenuating circumstance(s):

Reason for Request: (Check One)       Medical ☐       Transportation ☐       Other ☐
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

❖ Adjustments will be made for the current award year/academic period. Student must provide receipts and/or documentation for the award year/academic period in progress.

❖ Please provide attach spreadsheet with incurred expenses and photo copies of paid receipts or estimates to this form. Estimates for car repairs are preapproved and awarded after a receipt is presented.

❖ Please provide Proof of Ownership for any car repairs.

I have read and completed each section and have provided the required documentation. Additional documentation may be required upon request. Failure to provide requested documents may result in the denial of my appeal/revision.

Student Signature: ______________________________________   Date: ______________________

All Special Circumstances Requests must be submitted by March 1st of the current academic period.

*******TO BE COMPLETED BY THE STUDENT FINANCIAL AID OFFICE*******

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