



2025-26 Special Circumstance Request Form

Student Name: ID DB

Email Address: Phone Number:

Check the box below that best describes your situation and submit the items requested. Once your request is reviewed we will reach out to request any additional documentation that is required.

Lay off/Wage Reduction-Provide the following:

- A letter from employer (on letterhead) detailing the employee's termination/separation date OR the date and amount of wage reduction
- Documentation of any severance/pay-out
- Documentation unemployment benefits
- For job loss during 2023- signed copy of 2023 federal tax return, all schedules, and copies of all 2023 W2s
- For job loss during 2024- signed copy of 2024 federal tax return, all schedules, and copies of all 2024 W2 and copies of most recent pay stubs.

Separation or divorce -Provide the following:

- A copy of the divorce decree or separation agreement
- Documentation indicating that the divorce or separated parties have been living separately and have incurred their own living expenses (i.e., utility bills, lease, etc.)
- Signed copy of 2023 federal tax return, all schedules, and copies of all 2023 W2 forms.

Spouse or parent recently deceased-Provide the following:

- A copy of the death certificate or obituary
- Statement of benefits received as a result of death
- For death during 2023 - signed copy of 2023 federal tax return, all schedules, and copies of all 2023 W2 forms.
- For death during 2024 - signed copy of 2024 federal tax return, all schedules, and copies of all 2024 W2s

Out of Pocket Medical expenses not paid by insurance incurred in 2023- Provide the

Endicott College Office of Financial Aid

376 Hale Street, Beverly, MA 01915 | 978-232-2070 | 978-232-2085 (fax) | finaid@endicott.edu |

<https://www.endicott.edu/admission/undergraduate-admission/tuition-financial-aid>



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