

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 the 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 and speak with an advisor.

Aid Year

2025-2026: Selecting the correct aid year is very important. For example, if the request is for Fall 2025, Spring 2026, or Summer 2026, choose the 2025-2026 aid year.

2026-2027: Similarly, if the request is for Fall 2026, Spring 2027, or Summer 2027, choose the 2026-2027 aid year.

Video Instructions

Watch the [video](#) on how to submit the Special Circumstance 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

Manage Requests

- Click on + for 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	2026-2027	2025-2026
Professional Judgment: Special Circumstance - EFC/SAI Appeal		

- Submit the appeal after carefully providing the details of your circumstances, including dates of the circumstance.

Add Request ×

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

Please explain your reason for this request.

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

Characters left: 182/255

Submit

- Click on the Professional Judgment box under Needs Action.

The screenshot shows a dashboard titled "Student Forms" with a "Needs Action" section. It contains three cards, each with a circular progress indicator showing "1 Task Left" and a "Verification" status of "Collecting Documents". The middle card is highlighted in yellow and has the text "Professional Judgment: ..." above it. Each card also shows a "Needs Action" count of 1 and a "Submitted" count of 0.

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

The screenshot shows the "Professional Judgment: Special Circumstance - EFC/SAI Appeal" form page. It includes a dropdown menu for "Dependent PJ Special Circumstance - EFC/SAI Appeal" and a "Fill Out" button. The page also contains instructions and a search bar.

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