Scholarship and Financial Aid Office
 Special Condition Form
 2023-2024
Students whose family experiences a change in financial circumstances that will lower family resources from 2021 to 2022
may be eligible for a recalculation of their aid eligibility based on estimated 2022 income. In order to be considered for a
special condition calculation, students and their families must meet specific guidelines and provide documentation of the
change.
NO DOCUMENTATION = NO ADJUSTMENT
All applicants must still complete the 2023-2024 Free Application for Federal Student Aid. This Special Condition Form is
used to determine if the circumstances warrant an adjustment to your UDM financial aid award.
1) Submit a letter explaining the decrease of income. Be specific about the circumstances. Include dates, amounts,
etc. Some examples of situations that warrant a re-evaluation include:
Loss of employment for parent or student/spouse for 10 weeks or more. Overtime is excluded.
Divorce or separation
Death of parent or spouse
Loss of untaxed income or benefit
Illness/Disability
Unusually high child-care costs (over $1000/month; document)
Unusual medical or dental expenses not covered by insurance
Tuition payments for siblings in kindergarten through 12th grade during January-December 2022.
(If this is your only special condition, you need to complete the Sibling Tuition Payment Form
only. This form is available online at udmercy.edu/apply/financial_aid/forms.)
2) Attach documentation. For loss of job, a letter from the employer stating employment dates, total earnings,
estimated pension, and/or severance pay amount. For separation or divorce, documentation from a court,