



## Unusual Circumstance Checklist

Use this checklist to review what documents you may already have and identify what additional documents you may need to provide. All required documents must be submitted together to avoid delays in processing. Please allow 10–14 business days for review after submission. Additional documentation may be requested, if needed. All statements must be physically signed and dated, and must include the current status and whereabouts of both parents. **All communications regarding your request, including approvals, denials, or requests for additional information, will be sent to your CGCC student email.**

**Note:**

- *Submitting an Unusual Circumstance Request does not guarantee a change to your financial aid eligibility. All requests are reviewed in accordance with federal regulations and college policies.*

Documentation Type	What You Need to Provide	Examples of Documentation
<b>Preferred Supporting Documentation</b>	Upload <b>one document</b> from this category.	<input type="checkbox"/> Court orders <input type="checkbox"/> Incarceration records <input type="checkbox"/> Legal statements from an attorney, court-appointed guardian, or caseworker verifying the situation. <input type="checkbox"/> Agency records from: <ul style="list-style-type: none"> <li><input type="checkbox"/> Child protective services (CPS) or</li> <li><input type="checkbox"/> Department of Human Services (DHS)</li> <li><input type="checkbox"/> Domestic violence shelters or victim advocacy agencies</li> <li><input type="checkbox"/> Homeless youth liaisons</li> <li><input type="checkbox"/> Homeless shelters or transitional housing programs</li> </ul> <input type="checkbox"/> Foster care placement documentation or Ward of the Court verification. <input type="checkbox"/> Official documentation of parental abandonment or termination of parental rights.
<b>Secondary Supporting Documentation</b> (if preferred is not available)	<p><b>One statement from a non-family member or friend</b> who knows your situation AND <b>one additional statement from someone else</b> who can confirm your situation</p> <p><i>The electronic form will also ask you to explain why Preferred Documentation is unavailable.</i></p>	<input type="checkbox"/> Non-family member or friend examples: <ul style="list-style-type: none"> <li><input type="checkbox"/> School counselor, teacher, or administrator</li> <li><input type="checkbox"/> Clergy member or spiritual advisor</li> <li><input type="checkbox"/> Employer or coworker</li> <li><input type="checkbox"/> Mental health provider</li> <li><input type="checkbox"/> Personal advocate from school or community organization</li> </ul>
<b>Final Alternative Documentation</b> (if preferred and secondary are not available)	<p>Upload <b>two or more statements from friends or family members.</b></p> <p><i>The electronic form will also ask you to explain why Preferred and Secondary Documentation are unavailable.</i></p>	<input type="checkbox"/> Two or more statements from friends or family members familiar with your situation.