

# Special Circumstances Parents' Additional Expense Form 2025-2026

The Student Aid Index (SAI) was determined from the income and asset information provided on the FAFSA. Since parents may experience additional expenses which could impact their ability to contribute to their child's education, we may be able to make adjustments to the SAI calculation, and a re-evaluation of your student's financial aid could occur if approved. Please select from one of the following options if you have expenses that we may not have included, or are of an extraordinary nature, and submit the requested documentation to be considered for review. Please note that changes resulting from this review do not guarantee an increase in aid.

## Student Information

myUTSA ID: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

## Additional Expense Request

**Check the reason(s) for the expense adjustment and attach the required documentation for each situation. Receipts must be dated within the time of enrollment in the current academic year. This will not be reviewed if the expenses occurred before the first day of the semester in which you are enrolled.**

- Extended Family Support** *(for family members outside those listed in your household)*
  - Provide copies of paid receipts of your expenses for extended family support.
  - In your letter, detail the type of support you provide, and the dollar amount you will spend during the school year. Also include names of individuals you support along with their relationship to you.
- Private School Tuition Expenses** *(for children in elementary or high school)*
  - Attach photocopies of paid receipts indicating the amount paid monthly (should include school's contact information). If the receipt does not have contact information, attach a statement on the school's letterhead confirming tuition costs.
  - In your letter, detail the names and ages of children that are attending the private school.
- Unusual Debts** *(Non-discretionary debts only to be considered, in excess of 12% of the FAFSA income protection allowance)*
  - Attach photocopies of paid receipts for bills due to unusual debts.
  - Unusual debts include expenses from failed businesses, education loans, non-discretionary personal debts, credit card debts due to paying for living expenses while unemployed, and legal fees for divorce or adoption.
  - Recreational or discretionary credit card debt will not be considered.
- Unusual Medical/Dental/Optical Expenses** *(Extraordinary additional medical, optical, or dental expenses, in excess of 11% of the FAFSA income protection allowance)*
  - Attach photocopies of paid receipts for medical/dental/optical bills (not including co-pays).
- Other Expenses**
  - Attach photocopies of paid receipts for bills.

## Letter of Explanation

You must provide a detailed, signed letter supporting your request based off the reason(s) selected above.

## Acknowledgement & Certification

Your signature on this document confirms your acknowledgement of the following statements:

- The information submitted for review is true and correct to the best of your knowledge.
- Providing false information may result in reduced eligibility, repayment of aid, or both.
- Underestimating the projected income could result in reduced eligibility, repayment of aid, or both in this year or next.
- You have read each section, provided all required documentation from each step, and realize that more information may be required upon request.
- During peak seasons, processing times may be delayed.

### Student Acknowledgement

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent Acknowledgement

Parent 1 Signature: \_\_\_\_\_ Phone or Email: \_\_\_\_\_ Date: \_\_\_\_\_

Parent 2 Signature: \_\_\_\_\_ Phone or Email: \_\_\_\_\_ Date: \_\_\_\_\_

## Submit this Form

### Document Uploader

Once this form is completed, upload this form and any requested supplemental documents through the [Document Uploader](#) for processing. For every document uploaded, select the following fields on the Document Uploader:

- **Department:** Select “Financial Aid & Scholarships”
- **Term:** Select applicable aid year
- **Category:** Select “Special Circumstances Form”
- **Category 2:** Select “Parent Additional Expense”
- **Document:** Select “Parent Additional Expense”

*Alternatively, documents can also be submitted in-person at our [One Stop Enrollment Center](#) on the Main or Downtown campus. Documents submitted by fax or email will not be accepted.*

**Disclaimer:** *With a few exceptions, you are entitled on your request to be informed about the information UT San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have UT San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.*