Request for Consideration of Special Circumstances:  
Financial Aid Review

Full Name: ___________________ Student ID Number: ____________
Phone Number: _______________ Email Address: __________________

Sometimes documentable changes in a student or family’s circumstances occur, that upon our 
review could have some bearing on the financial aid eligibility of a UTPB student.

Each school needs to deal with requests for consideration of special circumstances in a way that 
is specific to what is going on with the applicant or the applicant’s family.

If you wish to pursue a consideration of your special circumstances, please use this form to tell 
us, in as much detail as possible, exactly what has changed for you or your family. For your 
statement, you can and should attach additional pages as needed.

The next step?  We will reach out to you, and let you know, with specificity, if your special 
circumstance is something that we can consider, or not.  If we can consider your changing 
circumstance, we will let you know exactly what type of documentation we need to receive from 
you to continue that review.

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(Attach additional pages of narrative as needed)