2013 - 2014 Special Circumstance Request Form

Last Name  First Name  ID

___________________________________________

Email

Voluntary reductions in income will **not** be considered a special circumstance.

Do not complete this form unless you have already applied for financial aid using the 2013 - 2014 Free Application for Federal Student Aid (FAFSA). If you have not already filed the FAFSA, please complete the on-line form as soon as possible at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Using professional judgment as allowed by the U.S. Department of Education, a Financial Aid Administrator will review your eligibility for need based financial aid. All changes must be adequately documented per federal regulations.

The Financial Aid Administrator’s decision is final and cannot be appealed to the U.S. Department of Education.

CIRCUMSTANCE TO BE CONSIDERED (check one): (Include documentation – See Pg. 2)

- □ LOSS OF EMPLOYMENT
- □ SEPARATION OR DIVORCE
- □ LOSS OF BENEFITS
- □ DEATH OF A SPOUSE OR PARENT
- □ DEDUCTION OF ONE-TIME PAYMENT
- □ EXTRAORDINARY MEDICAL EXPENSES

**ESTIMATED INCOME FOR CALENDAR YEAR**
1/1/2013 THROUGH 12/31/2013

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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| Father (Step-Father) Gross Wages                         | $_____________________
| Mother (Step-Mother) Gross Wages                         | $_____________________
| Parent's Other Taxable Income                            | $_____________________
| (such as alimony received, unemployment, capital gains, interest/dividends, etc.) | $_____________________
| Parent's Other Non-Taxable Income *                      | $_____________________
| (such as Non-Taxed Soc. Sec. Benefits, child support, AFDC, TANF, military benefits, etc.) | $_____________________
| Student's Gross Wages                                    | $_____________________
| Spouse's Gross Wages                                     | $_____________________
| Student and Spouse’s Other Taxable Income                | $_____________________
| (such as alimony received, unemployment, capital gains, interest/dividends, etc.) | $_____________________
| Student’s/Spouse’s Other Non-Taxable Income *            | $_____________________
| (such as Non-Taxed Soc. Sec. Benefits, child support, AFDC, TANF, military benefits, etc.) | $_____________________

*If Non-Taxable Income is listed, please document how much is coming from each source.

**Student Certification:**

- I certify that all the above information is true and correct to the best of my knowledge.
- I realize that if I do not provide documentation, this form will not be processed and no changes will be considered.
- I agree to provide additional information if asked by the Financial Aid Office.
- I understand that I must promptly report **any changes** in the information reported on this form and that such changes may impact my eligibility.
- I understand that false statements or misrepresentations will be cause for denial, reduction, or repayment of financial aid received.

_______________________________________________     _______________________________________________
Student Signature                                                 Date               Spouse/ Parent Signature                                     Date
All students must submit the following documentation, regardless of their reason for filing a Special Circumstance Request:

- 2013-2014 Verification Worksheet
- If special circumstance request is submitted after January 1, 2014, you must submit signed copies of 2013 Federal Tax Return for student AND spouse/parent.
- Letter of explanation

In addition, the following documentation is required:

**LOSS OF EMPLOYMENT**: Student/spouse/parent was working during 2013 but is now working fewer hours or is unemployed.
- Last check stub(s) from previous employer(s)
- Letter from previous employer(s) stating date of termination
- Last check stub or explanation of benefits letter from unemployment

**LOSS OF BENEFITS**: Student/spouse/parent has lost some or all benefits.
- Last check stub(s) or printout of benefit(s) received during 2013
- Letter from agency verifying date and amount of benefits lost

**DEDUCTION OF ONE-TIME PAYMENT** - Student/Spouse/Parent received a ONE-TIME PAYMENT (pension, IRA, annuities, settlement, etc.).
- Receipt(s) and/or statements showing amount of one-time payment and where one-time payment was spent
- Copy of bank account statements

**SEPARATION OR DIVORCE**: Student/parent was married when the FAFSA was filed, but has now separated or divorced.
- Court documentation verifying legal separation or divorce

**DEATH OF A SPOUSE OR PARENT**: Spouse/parent passed away after the FAFSA was filed.
- Copy of Death Certificate

**EXTRAORDINARY MEDICAL EXPENSES**: Student/spouse/parent has extraordinary medical expenses NOT covered by insurance, and must exceed 7.5% of total yearly income.
- Copy of bills and receipts of payment