

## 2011-2012 REQUEST FOR CONSIDERATION OF SPECIAL CIRCUMSTANCES

Student Name: \_\_\_\_\_ Social Security or ID # \_\_\_\_\_

Daytime Phone: Student: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Parent: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

You (or your parents) have requested that we review your financial aid application due to special circumstances.

- 1) Please provide a letter detailing your special circumstances.
- 2) Complete and provide the information/documents requested for the items you checked below.
- 3) Return all documents attached to this form to the Financial Aid Office within **two weeks**.
- 4) We must have on file your 2011-2012 Free Application for Federal Aid (FAFSA) before you appeal.

**PLEASE INDICATE BELOW THE SPECIAL CIRCUMSTANCE THAT APPLIES TO YOUR SITUATION.**

**\*\*\*\*\* For ALL circumstances, please complete the attached verification worksheet and submit signed copies of your (and your spouse's) and your parent's (if dependent) 2010 federal income taxes with W-2's, unless already sent to our office.**

\_\_\_\_ 1. Unusual or excessive medical expenses not covered by insurance incurred and paid in 2010.

**Documentation Required:**

- Schedule A of 1040 tax form **OR**
- Copies of cancelled checks or statements showing amount paid (please total all items)

\_\_\_\_ 2. Involuntary reduction in parent, student or spouse employment income for at least 10 weeks in 2011. As a general rule, the projected 2011 Adjusted Gross Income (AGI) should be at least 20% less than the actual 2010 AGI before submitting documentation.

**Documentation Required:**

- Complete reverse side of this form
- Your last pay stub
- Statement from previous employer indicating last day of employment
- If receiving unemployment compensation, a copy of your benefits determination
- If receiving severance pay, a copy of documentation of pay

\_\_\_\_ 3. Complete loss of non-taxable income, such as Child Support, Worker's Compensation, TANF, AFDC and Veteran's Benefits, for at least 10 weeks in 2011.

**Documentation Required:**

- Written statement from appropriate agency showing loss of benefit and termination date

\_\_\_\_ 4. Your parents or you and your spouse have become legally separated or divorced after submission of your original FAFSA.

**Documentation Required:**

- Copy of legal divorce decree or separation order
- Date of separation/divorce: \_\_\_\_/\_\_\_\_/\_\_\_\_
- A copy of your and your parents (if dependent) 2010 Federal Taxes and W-2's

\_\_\_\_ 5. Your spouse or parent has died after the submission of your original FAFSA.

**Documentation Required:**

- Copy of death certificate
- A copy of your and your parents (if dependent) 2010 Federal Taxes and W-2's

\_\_\_\_ 6. A typical one-time taxable earning such as a capital gain, 401K disbursement or moving expenses reflected on 2010 Federal income taxes.

**Documentation Required:**

- Statement indicating nature of earnings and proof as to what the funds were used for

\_\_\_\_ 7. Tuition expenses at a private elementary or secondary school incurred and paid in 2010.

**Documentation Required:**

- Copy of paid tuition statements
- Letter from school(s)
- Cancelled checks (please total checks)

\_\_\_\_ 8. Parent's 2011-12 out-of-pocket tuition expenses for their enrollment (at least half-time) at a college/university.

**Documentation Required:**

- Copy of paid tuition statements
- Copy of parent's class registration for Fall 2011 and Spring 2012

**EXPECTED 2011 INCOME**  
**(January 1, 2011 – December 31, 2011)**

*If you checked **section 2** on the front of this form please complete this income section and include documentation supporting your amounts. Otherwise, skip this section and sign and date the form below.*

**A. PARENT'S 2011 INCOME (for Dependent Students)**

Taxable Income:

Mother's Income from Work	\$ _____
Father's Income from Work	\$ _____
Unemployment Compensation	\$ _____
Business, Farm or Rental Income	\$ _____
Dividends, Interest, Capital Gains, etc.	\$ _____
Any Other Taxable Income (itemized)	\$ _____
TOTAL Projected 2011 Taxable Income	\$ _____

Untaxed Income:

Untaxed Portions of IRA Distributions or Pensions	\$ _____
Child Support	\$ _____
Veterans Noneducation Benefits	\$ _____
Retirement Plan Contributions (401K, 403b, IRA, etc.)	\$ _____
Other Untaxed Income (itemized)	\$ _____
TOTAL Projected 2011 Untaxed Income	\$ _____

**B. STUDENT'S 2011 INCOME (if married, include spouse's income)**

Taxable Income:

Student's Income from Work	\$ _____
Spouse's Income from Work	\$ _____
Unemployment Compensation	\$ _____
Business, Farm or Rental Income	\$ _____
Dividends, Interest, Capital Gains, etc.	\$ _____
Any Other Taxable Income (itemized)	\$ _____
TOTAL Projected 2011 Taxable Income	\$ _____

Untaxed Income:

Untaxed Portions of IRA Distributions or Pensions	\$ _____
Child Support	\$ _____
Veterans Noneducation Benefits	\$ _____
Retirement Plan Contributions (401K, 403b, IRA, etc.)	\$ _____
Other Untaxed Income (itemized)	\$ _____
TOTAL Projected 2011 Untaxed Income	\$ _____

All of the information on this form is true and complete to the best of my knowledge. I agree to give proof of all appeal information requested. I understand that this request does not guarantee an increase in aid. Decisions are made on a case-by-case basis for the current academic year only.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Spouse/Parent Signature**

\_\_\_\_\_  
**Date**

**\*Make sure to complete the attached verification worksheet and include signed copies of student and parent 2010 federal income taxes (including Schedules C, E, F & K-1, if applicable) and all W-2 forms.**