



## 2011-2012 Request for Review of Special Circumstances

**Student Name** \_\_\_\_\_ **Student ID #** \_\_\_\_\_

You may request a **Review of Special Circumstances** if you believe that you or your family's 2010 income is no longer a fair representation of your situation and at least 8 weeks has elapsed after your situation/condition has changed. Some reasons for requesting a Special Circumstance review are:

- \*an income decrease in 2011
- \*you paid tuition for elementary, junior high, or high school in 2010 or 2011, or 2012
- \*you paid unusually high medical and/or dental expenses not covered by insurance in 2010, 2011, 2012
- \*death, separation/divorce, parents attending college

**PART I**

Return this application with all documentation attached to the Student Financial Services office. If the circumstances are not clearly explained, we may contact you to request additional information. Notification of the committee's decision will be sent to you within 30 business days, depending on the volume of the requests. Your request cannot be considered until we have all required documentation on file. **ALL COMMITTEE DECISIONS ARE FINAL.**

**Your to do List:**

	Complete the Free Federal Student Aid for 2011-2012. <i>We must have the results of the application prior to any review.</i>
	Submit a detailed statement explaining how your circumstances have changed.
	Submit signed copies of your 2010 U.S. Income Tax Returns. <i>Include 2011 U.S. Income Tax Returns if filing for review after January 1, 2012</i>
	Submit documentation to verify your and your spouse's/ your parent's situation. Submit last and/or most recent pay stub(s) showing year-to-date earnings from ALL employers in 2011/2012. If you are married, include all pay stubs for your spouse. If you are a dependent, you must include all of your and your parents pay stubs. <i>(i.e. most recent and final pay check stubs for all 2011/2012 employment, verification of unemployment benefits, letter of termination of employment, verification of untaxed income, divorce decree, death certificate, medical receipts, tuition receipts and college class schedule, etc)</i>
	Complete the reverse side of this form regarding any change(s) in your financial situation for 2011/2012.
	Submit documentation as noted in the chart labeled "Submission Dates"

**Submission Dates:**

Special Circumstances reviews will be conducted only between the following dates:

- \*Fall- Last Friday in June to the first Friday in December
- \*Spring- First Friday in January to the last Friday in April. *During this period in addition to the required documents, you must submit the 2011 W-2s or federal income tax return, if required to file.*

**Please Note the following:**

- \*Special circumstances forms will not be accepted during December or after April as indicated above.
- \*We must have the valid SAR by the last day at your enrollment period in order to determine your eligibility.

**PART II**

**Extenuating Circumstances:**

<p>*Loss or reduction of employment/income <i>(if circumstances are due to loss of employment, please submit documentation verifying the last day worked.</i></p> <p>*Loss of untaxed income or benefits</p> <p>*Separation or Divorce after applying for aid</p> <p>*Death (what is the date your spouse or parent died)</p> <p>*Parent attending college at least half-time in 2011/2012</p> <p>*Medical/Dental expenses you paid in 2011/2012 <i>(Amount not paid by insurance)</i></p> <p>*Elementary, junior high and high school tuition paid in 2011 or 2012. <i>(Do not include tuition paid for the applicant)</i></p>	<p><b>Date occurred or dollar amount</b></p> <p>_____ \ _____ \ _____</p> <p>_____ \ _____ \ _____</p> <p>_____ \ _____ \ _____</p> <p>_____ \ _____ \ _____</p> <p>_____ \ _____ \ _____</p> <p>\$ _____</p> <p>\$ _____</p>
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**PART III**

**Expected 2011 Income and Benefits: If you filed for Federal Aid as an independent student, do not complete the parental information.) Note: Report expected amounts for the entire year.**

	Gross income Earned to Date		Are You Still Working?		What is your Bi-Weekly pay? X		Weeks Left		2011 = Projected Income	
<b>Student</b>										
<b>2<sup>nd</sup> Income</b>										
<b>Spouse</b>										
<b>Mother</b>										
<b>Father</b>										

**2011/2012 Other taxable income:**

	<b>Student</b>	<b>Spouse</b>	<b>Father</b>	<b>Mother</b>
*Interest / Dividends	\$ _____	\$ _____	\$ _____	\$ _____
*Unemployment benefits	\$ _____	\$ _____	\$ _____	\$ _____
*Business / Farm Income	\$ _____	\$ _____	\$ _____	\$ _____
*Other	\$ _____	\$ _____	\$ _____	\$ _____

**2011/2012 Untaxed income and benefits.**

*Social Security	\$ _____	\$ _____	\$ _____	\$ _____
*AFDC / ADC	\$ _____	\$ _____	\$ _____	\$ _____
*Child Support Received	\$ _____	\$ _____	\$ _____	\$ _____
*Child Support Paid	\$ _____	\$ _____	\$ _____	\$ _____
*Other _____	\$ _____	\$ _____	\$ _____	\$ _____

**PART IV**

All of the information on these forms is true and complete to the best of my knowledge. If asked, I will submit additional proof to verify the information I have provided. I understand that if I do not provided this information, my request for review of special circumstances will not be processed.

Student \_\_\_\_\_ Date \_\_\_\_\_ Parent \_\_\_\_\_ Date \_\_\_\_\_

Spouse \_\_\_\_\_ Date \_\_\_\_\_ Parent \_\_\_\_\_ Date \_\_\_\_\_

**For Official Use Only**

Revised \_\_\_\_\_ No Change \_\_\_\_\_ Date \_\_\_\_\_ FA Rep \_\_\_\_\_

AGI: \_\_\_\_\_ Comments: \_\_\_\_\_

Tax Paid: \_\_\_\_\_

Untaxed Income: \_\_\_\_\_

Social Security: \_\_\_\_\_

Child Support: \_\_\_\_\_

New Projected EFC: \_\_\_\_\_