

Financial Aid Special Circumstances Form 2017-18

Student's Name _____ Date _____
(Please Print)

SS# or G# _____ Semester/Year _____

Phone Number _____

Please outline any special circumstances which you feel impact your Financial Aid eligibility. Please keep in mind there are strict regulations regarding the adjustment of financial aid eligibility based on special circumstances.

The following is a description of special circumstances that have an effect on my financial aid status:

<input type="checkbox"/> Unemployment or change in employment	<input type="checkbox"/> Separation or Divorce
<input type="checkbox"/> Death of Parent or Spouse	<input type="checkbox"/> Disability
<input type="checkbox"/> One Time Income	<input type="checkbox"/> Loss of taxable or untaxed benefits
<input type="checkbox"/> Un-reimbursed Medical Expenses	<input type="checkbox"/> Other circumstances not described as above

*Please see the back of this form to determine what documentation you will need to submit based on your situation. A typed statement describing your circumstance with supporting documentation is required before your appeal can be reviewed. Please be aware that it can take up to 8 weeks for your appeal to be reviewed.

I understand that I may need to meet with a Financial Aid Staff Member and/or provide additional documentation in order to evaluate my special circumstances.

Student's Signature _____ Date _____

FOR OFFICE US ONLY

APPROVED No Action DENIED

Comments

FA Staff Signature _____ Date _____

2017-18 GUIDELINES FOR SPECIAL CIRCUMSTANCES

CATEGORY	CONDITION	SUBMIT THE FOLLOWING DOCUMENTATION
Unemployment or Change in Employment	<p>You, your spouse or a parent who earned money in 2015 has lost his or her job in 2016 or 2017.</p> <p>You, your spouse or a parent who worked full time in 2015 is not working full time now.</p>	<ul style="list-style-type: none"> • A typed statement that includes dates and explains the changes in your employment history from Jan 1st, 2015 to present • Copy of 2016 W-2's • Verification documents • Last pay stub from current year from all jobs • Most recent unemployment stub from 2017
Separation or Divorce	You or your parents have Separated or divorced after you filed the FAFSA.	<ul style="list-style-type: none"> • Proof of Divorce or Separate address • Letter of explanation giving dates and details as to disposition of assets, etc. • Verification Documents
Death	Your spouse or parent who Worked in 2015 has died.	<ul style="list-style-type: none"> • Death certificate • Documentation of the deceased 2016 or 2017 earnings if applicable • Documentation of any death benefits • Verification documents
Disability	You, your spouse or a parent has been unable to earn money in the usual way due to disability.	<ul style="list-style-type: none"> • A typed statement with dates explaining how disability affected income • Documentation of earnings in 2016 or 2017 before disability • Documentation of earnings after disability • Verification documents
One-time Income	You, your spouse or a parent received income in 2015, which cannot reasonably be expected to receive in 2016 or 2017.	<ul style="list-style-type: none"> • Documentation of the one-time income • Verification documents
Loss of taxable or untaxed income	You, your spouse or a parent who received unemployment benefits or some untaxed income or benefit in 2015 has lost that income in 2016 or 2017.	<ul style="list-style-type: none"> • Documentation that the benefit was terminated and documentation of the benefit amount in 2016 or 2017 • Verification Documents
Un-reimbursed Medical Expenses	You or your parents PAID Medical/dental bills in 2015 or 2016, not covered by insurance.	<ul style="list-style-type: none"> • Schedule A of your 2015 or 2016 tax return • Proof of Payment • Verification Documents

Verification documents refer to Income and Household size information that the student (and parent) will need to provide. Some of this information may have already be verified when you completed your FAFSA. FA office staff will determine which documents will be need to be collected.