

Semester/Award Year 2014-2015

STUDENT SPECIAL CIRCUMSTANCES

(for completion by **STUDENTS ONLY**)

INSTRUCTIONS: According to federal laws and regulations, a family's 2013 income is used to assess financial need for the 2014-15 school year. If a family's 2014 income is lower due to special circumstances, a financial aid administrator may be able to use the 2014 income instead of the 2013 income to assess financial need.

Please provide information regarding your reduction in income by completing this form.

STUDENT _____ **SSN** _____

Phone Number _____ **Email Address** _____

Student's Address _____

- 1. Indicate the reason(s) for your reduction in income on page 2, complete all required sections on page 3 and 4, and attach any required documentation.**
- 2. Write a brief summary of your special circumstances on page 5 and complete the signature requirements.**
- 3. Submit all completed forms and required documentation to the Financial Aid Office for review by a Financial Aid Officer.**
- 4. The student will be notified in writing if the request for Special Circumstances Consideration is approved or denied.**

FOR FINANCIAL AID OFFICE USE ONLY

Prior year special circumstances: Yes _____ No _____

SPECIAL CIRCUMSTANCE:

APPROVED: _____ Old EFC _____ New EFC _____

DENIED: _____

Comments: _____

Financial Aid Administrator

Date

STUDENT SPECIAL CIRCUMSTANCES

STUDENT indicate the reason for your change in income. Mark all that applies and attach the required documentation.

_____ LOSS of income from work. Complete sections A, B, C, & D
Period of unemployment from _____ to _____.

_____ Layoff. Provide a letter from employer stating effective date and anticipated return. _

_____ Plant Closing. Provide a letter from employer stating effective date.

_____ Termination. Provide letter from employer stating effective date. If this is not available, provide documentation from local unemployment office.

_____ Disability. Date of disability _____. Attach documentation of the disability.
MM/DD/YY

_____ Quit or reduced employment to attend school. Provide a letter from employer stating effective date.

_____ OTHER. Please specify and provide appropriate documentation. _____

_____ LOSS of taxable income. Complete sections A, B, C, & D.

_____ Alimony. Provide court document(s) stating termination date of benefit.

_____ Unemployment. Provide letter from the unemployment office stating termination date of benefit.

_____ OTHER. Please specify and provide appropriate documentation. _____

_____ LOSS of untaxed income. Complete sections A, B, C, & D.

_____ Social Security. Provide Social Security administration notification of termination of benefits.

_____ Child Support. Provide a letter or court document stating termination date of benefits.

_____ Worker's Compensation. Provide a letter from Bureau of Worker's Compensation stating termination date of benefit.

_____ OTHER. Please specify and provide appropriate documentation. _____

_____ Divorce. Since applying for financial aid, you have become divorced. Date of divorce _____
When completing sections A, B, C, & D give only YOUR information and attach a copy of your 2014 W-2 form and a copy of Divorce Decree.

_____ Separation. Since applying for financial aid, you have become separated. Date of separation _____

Name, current address and telephone number of spouse _____
_____.

_____ One-Time Income (i.e. inheritance, moving expense allowance, back year Social Security payments, or lump sum retirement or IRA distribution). You must attach a separate sheet that identifies source of income and how funds were spent or invested. Complete sections A, B, C, & D.

_____ Medical or Dental Expenses. You have paid medical or dental expenses for the 2014 calendar year that are not covered by insurance and these expenses exceed 10% of your total income. Provide a copy of Schedule A of 2013 Federal tax returns or copies of canceled checks for 2013 and confirmation of total amount paid by insurance in 2013 (Explanation of Benefits from Insurance Company).

SECTION 'A'

Attach a copy of STUDENT'S and SPOUSE'S 2014 W-2 form and all supporting documentation.

Report all income STUDENT AND/OR SPOUSE has actually received from January 1, 2014 through today. Then estimate all income student and/or spouse expects to receive through December 31, 2014. **YOU MUST ATTACH DOCUMENTATION OF ALL INCOME.** Documentation could include recent pay stubs with year-to-date earnings, W-2 forms, a letter from an employer stating parent's total earnings, an estimate of future income, etc. After December 31, 2014, student will be required to submit a copy of parent's completed 2014 federal tax return.

INCOME	ACTUAL 1/1/14 to TODAY +	ESTIMATED TODAY to 12/31/14 =	TOTAL = ACTUAL + ESTIMATED
Expected 2014 income earned from work by STUDENT (wages, tips, salaries, net business or farm income)	\$	\$	\$
Expected 2014 income earned from work by SPOUSE (wages, tips, salaries, net business or farm income)			
Other taxable income (dividends, interest, pensions, annuities, alimony, unemployment, compensation, capital gains, etc.) SOURCE:			
Social Security Benefits			
Any type of Government Aid/Assistance			
Child Support Received			
Other untaxed income (earned income credit, welfare, benefits, workers comp., and payments to IRA/Keogh, etc.) SOURCE:			
TOTAL INCOME FOR 2013 (Actual + Estimated=Total Income for 2014)	\$	\$	\$

