



2011-2012

**SPECIAL CIRCUMSTANCE APPLICATION
REQUEST FOR REVIEW OF FEDERAL FINANCIAL AID
ELIGIBILITY DUE TO INCOME CHANGE**

ID # A

STUDENT NAME _____

This form allows you to provide updated information for review of your Federal Financial Aid eligibility if your family's financial situation has changed since January 1, 2011.

PART I - The Free Application for Federal Student Aid (FAFSA) must be completed prior to the completion of this application,

PART II – Completed 2011-2012 Verification Worksheet with photocopies of all 2010 income verification.

PART III – You must attach a typed explanation, with supporting documentation, that explains in detail how you meet the special circumstance criteria. Below are common reasons to file a special circumstance application. **NOTE: Student refers to both Independent and Dependent students; spouse refers to Independent students and Parent/Step-parent refers to Dependent students.**

- **Death** - The student has already applied for Federal Student Aid, but since that time, there has been the death of the student's spouse or student's parent.
- **Separation and/or Divorce** - The student has already applied for Federal Student Aid, but has separated or divorced or been widowed since that time or his/her parents have separated or divorced since that time.
- **Loss of Employment** - The student and/or spouse or one of the student's parents or step-parent has not worked full-time for at least 10 consecutive weeks in 2011, but is no longer working full-time now. **Important Note for Dependent Students: Loss of income ONLY applies to parent and step-parent.**
- **Loss of earnings due to disability or Natural Disaster** - The student and/or spouse or one of the student's parents earned money in 2010, but has not been able to earn money in his or her usual way for at least 10 weeks in 2011. This must have been because of either a disability or a natural disaster that happened in 2010 or 2011. **Important Note for Dependent Students: Loss of income ONLY applies to parent and step-parent.**
- **Loss of Untaxed Income or Benefit** - The student and/or spouse or one or both of the student's parents received unemployment compensation or some other untaxed income or benefit in 2010, but has lost that income or benefit for at least 10 weeks in 2011. The untaxed income or benefit must be from a public or private agency, from a company, or from a person because of a court order. **Important Note for Dependent Students: Loss of income ONLY applies to parent and step-parent.**
- **Other** – Other unusual circumstances that have lead to a substantial change in income from the 2010 reported income. i.e. – unusual medical expenses beyond insurance

IMPORTANT!!!!

- **NO CONSIDERATION OF A CHANGE IN FAMILY CIRCUMSTANCES WILL BE GIVEN IF THIS FORM IS RECEIVED WITHOUT THE PROPER SUPPORTING INCOME DOCUMENTATION FOR 2010 AND 2011! THE FORM WILL BE RETURNED TO YOU WHICH WILL DELAY OUR REVIEW OF YOUR FAMILY'S CURRENT SITUATION.**





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PART IV – All sections of this application MUST be completed

INCOME VERIFICATION (IF ZERO; then please put in a ZERO - DO NOT LEAVE BLANK) Report or project ALL types of income between January 1, 2011 and December 31, 2011 for ALL individuals living in your household. You will be required to provide documentation in the form of pay stubs, unemployment statement, letter from Social Service Agency, etc., for any reported income to date.

		Provide Annual Amounts			
		Student	Spouse	Mother/ Step-mother	Father/ Step-father
Gross Earnings	Total wages, tips, salaries received and/or anticipated from January 1, 2011 through December 31, 2011	\$	\$	\$	\$
Public Assistance	Total cash grant received and/or anticipated from January 1, 2011 through December 31, 2011	\$	\$	\$	\$
Unemployment	Total unemployment insurance received and/or anticipated from January 1, 2011 through December 31, 2011	\$	\$	\$	\$
Veteran Benefits	Total Veteran benefits received and/or anticipated from January 1, 2011 through December 31, 2011	\$	\$	\$	\$
Child Support	Total child support received and/or anticipated from January 1, 2011 through December 31, 2011	\$	\$	\$	\$
Spousal Maintenance	Total maintenance received and/or anticipated from January 1, 2011 through December 31, 2011	\$	\$	\$	\$
Other Income	Total other untaxed income received and/or anticipated from January 1, 2011 through December 31, 2011 (explain source): _____	\$	\$	\$	\$

REMEMBER: In addition to documenting projected 2011 income information, you must also document 2010 income as reported on your Free Application for Federal Student Aid.

