



## 2010-2011 Special Circumstances Appeal Form

Name: \_\_\_\_\_ PID#: \_\_\_\_\_

Soc Sec #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

**The Office of Student Financial Aid recognizes that students and their families may have extenuating financial circumstances that the standard need analysis form (the Free Application for Federal Student Aid, or FAFSA) does not consider. We will evaluate appeals for special circumstances on a case by case basis when there are instances that the 2009 base year income does not accurately reflect. Submission of this appeal form does not guarantee a favorable change in your financial aid eligibility or award(s). Decisions of the Assistant Director are final.**

**All students who wish to file an appeal based on special circumstances are required to complete verification documents. Submit the following checked items. Additional information or documentation may be required after an initial review of your appeal. You must submit all documentation requested by our office. Students applying for Federal loans only must submit documents for themselves and/or their spouses (if married). Campus-based aid applicants must submit documents for their parents in addition to themselves and/or their spouses (if married).**

- ✓ Verification Worksheet.
- ✓ Documentation of untaxed 2009 income shown on Worksheet A/B on back of 2010-2011 FAFSA.
- ✓ Documentation of excluded 2009 income, expenses or credits shown on Worksheet C, also on back of FAFSA.
- ✓ Signed copy of your 2009 Federal Tax Return and all schedules filed.
- ✓ Copy of your 2009 W2(s).

**Place a check next to each of the following Special Circumstances that pertains to your situation. In addition to the verification documents, you must provide the documentation relevant to each circumstance, as indicated below.**

**Death of Spouse or Parent**

- ✓ Submit copy of death certificate.
- ✓ You must submit estimated income documentation such as last pay stub with year-to-date total, life insurance payments, etc. Only the income of the surviving spouse/parent should be used.
- ✓ May exclude deceased spouse's/parent's income from 2009 base year information.

**Marital Separation, Pending Divorce or Divorce of Student and/or Parent (Separated parties must live in separate residences. If a divorce or separation occurred before you completed your FAFSA there is no need to do an appeal. See a Financial Aid Administrator in this case.)**

- ✓ Submit documentation of separation (legal separation documentation, attorney's letter, or documentation of separate residences).
- ✓ If there are no court documents for a separation you may submit a signed notarized statement.
- ✓ Submit court documentation for divorce.
- ✓ Total Net Worth of Liquid Assets to be received for 2009.
- ✓ Amount of Alimony to be received for 2009.

**Separation from Work due to Layoff or Termination**

- ✓ Submit a letter or form documenting separation from employer. Document should be on company letterhead and include last date of work.
- ✓ Unemployment Benefits determination document.
- ✓ Complete estimated income section on the last page of this form.
- ✓ Submit year-to-date documentation of 2008 income (last pay stub, Family Independence Agency, Social Security, pension distribution, etc).
- ✓ Submit documentation of severance pay, if received.

*(The Office of Scholarships and Financial Aid will not consider this circumstance until separation has actually occurred.)*

**Change in Job Status**

*(Worked full-time for all or part of 2008 and now work part-time, or worked at a higher paying job and now work at a lower paying job.)*

- ✓ Submit a letter of separation or job status change from employer.
- ✓ Complete estimated income section on page the next page form.
- ✓ Submit year-to-date documentation of 2009 income (most recent pay stubs from all employers).

*(No adjustments for loss of overtime will be considered before 2009 W-2 forms are issued, unless the employer issues a written statement that there will be no overtime paid for the year 2009.)*

**Loss of Benefits or Non-Recurring Income**

*(Benefits received in 2009 are reduced or lost in 2010.)*

- ✓ Submit letter of reduction or termination indicating date of loss or reduction.
- ✓ Submit documentation of expected 2010 benefits.
- ✓ Documentation of loss of Social Security benefits due to child turning 18.
- ✓ For non-recurring or one time income from 2009 submit documentation indicating type and amount of income (IRA distribution, pension distribution, inheritance, moving expense allowance, etc).
- ✓ Document how funds were spent or invested.

**High Medical or Dental Expenses not covered by Insurance**

*(Expenses must be a least 7.5% of Adjusted Gross Income (AGI) to meet the minimum threshold for consideration. Eligible expenses also include non-reimbursed dental and health care premiums.)*

- ✓ Submit 2009 Federal 1040 Schedule A showing that the taxpayer met the IRS threshold to deduct these expenses.
- ✓ If the taxpayer did not file a Schedule A, submit a listing of paid and non-reimbursed expenses with supporting documentation.

**Private School Tuition**

*(Expenses are restricted to tuition (no books, uniforms, or fees). Expenses taken as a childcare tax credit are ineligible.)*

- ✓ Submit a letter from child's school indicating tuition, minus any scholarships or discounts.
- ✓ Submit receipts showing amounts and dates paid.
- ✓ All documents should identify the student by name, and the name of the school.

**You must submit all completed forms and documentation together to complete the appeal process. Incomplete applications will be returned without review. If you have a circumstance unique to those listed above, please consult with a Financial Administrator.**



**Statement of Estimated Income for the year 2010 – Student and Spouse**

Name: \_\_\_\_\_ PID #: \_\_\_\_\_

**Report annual amounts, not monthly.**

<p>I. Projected Taxable Income for 2010</p> <p>Student's Wages: _____</p> <p>Spouse's Wages: _____</p>	<p>Amounts</p> <p>\$ _____</p> <p>\$ _____</p>
<p>II. Other Taxable Income for 2010</p> <p>Source: _____</p> <p>Source: _____</p> <p>Total Projected Taxable Income: _____</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
<p>III. Projected Untaxed Income and Benefits for 2010</p> <p>Source: _____</p> <p>Source: _____</p> <p>Total Projected Untaxed Income and Benefits: _____</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>

I, being the undersigned acknowledge my responsibility to immediately notify the Office of Scholarships and Financial Aid if the above projections become inaccurate. I agree (if asked) to provide a copy of my 2009 Federal Tax Return and 2009 W-2(s), and/or documentation of untaxed income to verify the information above. I realize that I will be required to repay all or part of any financial aid received based on inaccurately projected income.

\_\_\_\_\_  
**Student's Signature**

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

\_\_\_\_\_  
**Spouse's Signature**

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



**Statement of Estimated Income for the year 2010 – Parent and Spouse**

Name: \_\_\_\_\_ PID #: \_\_\_\_\_

**Report annual amounts, not monthly.**

<p><b>IV. Projected Taxable Income for 2010</b></p> <p>Parent's Wages: _____</p> <p>Spouse's Wages: _____</p>	<p>Amounts</p> <p>\$ _____</p> <p>\$ _____</p>
<p><b>V. Other Taxable Income for 2010</b></p> <p>Source: _____</p> <p>Source: _____</p> <p>Total Projected Taxable Income: _____</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
<p><b>VI. Projected Untaxed Income and Benefits for 2010</b></p> <p>Source: _____</p> <p>Source: _____</p> <p>Total Projected Untaxed Income and Benefits: _____</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>

I, being the undersigned acknowledge my responsibility to immediately notify the Office of Scholarships and Financial Aid if the above projections become inaccurate. I agree (if asked) to provide a copy of my 2009 Federal Tax Return and 2009 W-2(s), and/or documentation of untaxed income to verify the information above. I realize that I will be required to repay all or part of any financial aid received based on inaccurately projected income.

\_\_\_\_\_  
**Parent's Signature**

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

\_\_\_\_\_  
**Spouse's Signature**

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