



2011-2012

REQUEST FOR SPECIAL CIRCUMSTANCE REVIEW

This form may not be submitted until after July 1, 2011. Documentation must be included.

Students Name _____

ID. # _____

- This form is to be used if your 2011 household income is or will be substantially less than 2010 income reported on your 2011-2012 FAFSA.
- You are required to explain the reason why your 2011 income is or will be substantially less than your 2010 income and provide documentation to support your explanation
- You must use this form to report your income for the 2011 year and provide documentation to support your income entries. (For example: unemployment, social security, disability, etc., indicating the amount you are receiving and the duration of time you will be receiving funds in 2011.)
- You are also required to submit a copy of your 2010 federal income tax return for household members.

Please check the appropriate box:

___ I am an independent student and my income and/or my spouse's income is or will be substantially less in 2011 than in 2010.

___ I am a dependent student and my parent(s) income is or will be substantially less in 2011 than in 2010.

Write a detailed

explanation: _____

ANTICIPATED INCOME FOR 1/1/11 TO 12/31/11	Mother	Father	Student	Spouse
Income from work				
Unemployment				
Untaxed social security benefits				
Disability benefits				
Child support received				
Child support paid to another household				
Other untaxed income				
TOTAL anticipated income				

DOCUMENTATION REQUIRED! Attached copies of documents to support your statement above. (Examples: layoff notice, court papers, pay stubs, doctor's note, disability claim, unemployment forms, etc.)

Student signature _____ Date : _____

Parent signature _____ Date : _____

*If you or your parents are divorced or separated, give only your information and the information of the custodial parent. If the loss of income was due to the death of your spouse or parent, give only your information or the information of the surviving parent.

OFFICE USE ONLY

Approved ____

Denied ____

FAA Signature _____ Date Reviewed _____

Guidelines for Special Circumstances

CATEGORY	CONDITION	DOCUMENTATION
UNEMPLOYMENT OR CHANGE IN EMPLOYMENT	<p>You, your spouse or a parent who earned money in 2010 has lost his or her job in 2011.</p> <p>You, your spouse or a parent who worked full time in 2010 is not working full time now.</p>	<p>Pay stubs showing YTD Earnings, letter of unemployment showing approval/ denial of benefits. Unemployment pay stubs.</p> <p>Pay stubs showing hours worked, pay rate, YTD earnings from all jobs held in 2010</p>
SEPERATION OR DIVORCE	You or your parent have Gotten separated or divorced In 2010.	Letter of explanation giving dates and details as to disposition of assets, etc.
DEATH	Your spouse or parent who worked in 2010 has died.	Death certificate, proof of Income generated by the Deceased.
DISABILILTY	You, your spouse or a parent has been unable to earn money in the usual way due to disability.	Proof of disability, proof of YTD earnings, pay stubs of disability checks.
ONE- TIME INCOME	You, your spouse or a parent received income in 2010, which cannot reasonably be expected to receive in 2011.	Proof of the nonrecurring nature of the income such as gain from sale of home.
LOSS OF TAXABLE OR UNTAXED BENEFITS	You, your spouse or a parent who received unemployment benefits or some untaxed income or benefit in 2010 has lost that income in 2011	Letter/ notice from agency indicating benefits have been terminated.
UN- REIMBURSED MEDICAL EXPENSES	Your or you parents paid medical/ dental bills in 2010, not covered by insurance.	Cancelled checks or receipts showing payments made, Schedule A of Form 1040