

According to federal laws and regulations, a family's 2010 income is used to assess financial need for the 2011-11 school year. If a family's 2011 income will be lower due to special circumstances, the financial aid administrator may be able to use 2011 income to assess financial need. If the financial aid administrator review of your special circumstances establishes that you are eligible for additional federal aid, your award will be modified accordingly. This form is to be completed only by the parents of dependent students, or independent students and/or their spouse. If you are unsure as to the completeness of your documentation or if you need clarification on any of the above, please speak to a financial aid representative prior to submitting any documentation.

You must have completed 2011-12 Free Application for Federal Student Aid (FAFSA).

Name: _____ Student Number: _____

You are required to submit:

- a type (or written) statement of explanation
- sign copies of your 2010 1040s
- documents listed below for the applicable circumstances

Unemployed

- Copy of your last 2011 pay stub to verify the 2011 income earned as of the date of separation and record of unemployment received if applicable.
- Statement of source and amount of expected 2011 income if you are not receiving unemployment benefits.
- Letter from employer (or documentation from local unemployment office) stating effective date.

Reduce Work Hours

- Letter on employer letterhead stating the date the reduced hours began, the number of hours worked per week and a copy of your most recent pay stub as a result of the reduced hours.
- Copy of your last full time pay stub showing 2011 income earned before the reduction in hours.
- Written statement as to whatever the circumstances for the reduction in work hours.

Medical

- Copy of the itemized billing statement from your medical provider indicating medical expenses **paid out of pocket** by you in 2011/2012.

Separation/Divorce

- Copy of petitioner's 2010 W2's
- Copy of divorce petition or decree
- Copy of the letter of legal separation or letter from lawyer indicating the date of separation.

Loss of Nontaxable Income

- Copy of nontaxable income source and date this source of nontaxable income will terminate or was terminated.

One-time Income

(Inheritance, back year(s) Social Security payments, lump sum retirement, severance pay or IRA distribution)

- Written statement as to the source of income and how these funds were spent or invested and are not now available.

Death of Parent/Spouse

- Copy of death certificate

Failure to provide complete and detailed information will delay the process and/or automatically deny your request.

Director: _____ Review Date: _____

Approved _____

Denied _____

