2011- 2012
FINANCIAL AID
SPECIAL CIRCUMSTANCE REQUEST

_____ _____
Name SSN or Student ID

I am applying for a ***special circumstance*** for the 2011-2012 school year. I understand additional documentation may be requested of me. In addition, I understand that all requests may take up to ***30 days to process***.

Families that report business and/or farm income on their tax return are not eligible to file for a special circumstance until the next year taxes have been filed.

I am applying for special circumstance because: *(Check at least one box)*

☐ **1. LOSS OF INCOME**

- Provide last paycheck stub if lost job during 2011 or 2012
- Provide letter stating last date of employment from previous employer
- Provide current paycheck stubs for all members of your family whose income was used on the FAFSA
- Verification Worksheet
- Signed copies of 2010 Federal Tax Return(s)

☐ **2. ONE TIME INCOME**

- Provide current paycheck stubs of all members of your family whose income was used on the FAFSA
- Documentation showing what you did with the money.
- Verification Worksheet
- Signed copies of 2010 Federal Tax Return(s)

☐ **3. UNUSUAL MEDICAL EXPENSES**

- Copies of Medical Bills paid by you during 2010 (*not your insurance*)
- Verification Worksheet
- Signed copies of 2010 Federal Tax Return(s)

ALL students **MUST** write an explanation of their situation on the back of this form. Special Circumstance Requests that are left blank will not be reviewed.

_____
Student's Signature Date

Please list the changes to income chronologically beginning with January and ending with December OR the current month:

Student & Spouse:

Student Parent(s):

**********OFFICE USE ONLY **********

INCOME COMPARISONS:	CURRENT	PREVIOUS
STUDENT		
SPOUSE		
PARENT(S)		
NOTES		