



# Special Circumstances Appeal 2011-2012 Financial Aid Office

This form was created to assist our office in recognizing your special circumstances.

**PLEASE NOTE:** You must submit all supporting documentation requested with this application. If you do not, your Special Circumstance consideration **will be** delayed until our office receives all of the documentation. Please allow five weeks for your Special Circumstances Appeal to be completed.

Student's Name	Student ID or SS#
E-mail address	Phone Number

Indicate and describe which circumstance(s) you are asking us to consider.

1. Income Reduction for student and/or parent or Divorce/Separation since completion of FAFSA: \_\_\_\_\_

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***Provide for student and/or parent an estimate of total income for 2011, including the total amount of income received to date (paycheck stubs work well) and an estimate of income expected to be received for the remainder of the year. We will also need a copy of your 2010 Federal tax return and a completed Verification Worksheet (if not previously provided). After December 1, 2011 the Financial Aid Office will delay processing until a copy of a completed 2011 Federal tax return is received.***

2. Parent is enrolled at least half-time (6 credits in a term) in college for the 2011-2012 school year and is working towards a degree or diploma (lane change or continuing education credits do not qualify). ***Please attach a 2011-2012 class schedule and fee statement from the college the parent is/will be attending.***

3. **Paid** out of pocket in 2010 or 2011 any of the following expenses - unusual medical and/or dental (not reimbursed by insurance), elementary and/or high school education. \_\_\_\_\_

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***Provide documentation (copies of bills paid, cancelled checks etc.)***

**Options 4 and 5 will only make adjustments to your 2011-2012 cost of attendance. In effect this may or may not provide increased loan eligibility. This will not change your grant eligibility.**

4. Child Care expenses for the 2011-2012 school year to be considered. Student will be required to complete the Post-Secondary Child Care grant application as documentation of expenses and attach to this form. (minimum of \$500 expense per term)

5. Other unusual expenses for the school year 2011-2012 you would like us to consider (such as exceptional travel costs, expensive books, required computers or software, tools etc.) \_\_\_\_\_

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***Provide documentation***

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

(Required if parent information is to be considered.)