

## STUDENT SPECIAL CIRCUMSTANCES (for completion by student and spouse only)

**INSTRUCTIONS:** According to Federal laws and regulations, a family's 2010 income is used to assess financial need for the 2011-12 school year. If a family's 2011 income is lower due to special circumstances, a financial aid administrator may be able to use the 2011 income to assess financial need. Please provide information regarding this reduction by completing this form.

STUDENT'S NAME FIRST LAST MI SOCIAL SECURITY NUMBER

**DECREASED INCOME:** Please mark the reason(s) that you/your spouse's income will be less in 2011 than in 2010.

**\*You must attach a letter of explanation detailing what income (s) was lost or reduced and the reason(s).**

- A. **Reduction in earnings or loss of other income:** Student/spouse who received income in 2010 has experienced a reduction in that income for 2011. This could include a loss of or reduction in earnings, loss of employment or social security benefits, child support, or other taxed income. Specify who this circumstance pertains to: **STUDENT** \_\_\_\_\_ **SPOUSE** \_\_\_\_\_. **Date reduction/loss occurred** \_\_\_\_/\_\_\_\_/\_\_\_\_.
- B. **Divorce or separation:** Since applying for financial aid, you have become divorced or separated. Date of divorce or date of separation \_\_\_\_/\_\_\_\_/\_\_\_\_. When completing Sections G below, give **YOUR** information only. **Please attach a copy of the divorce decree or legal separation.**
- C. **Death of spouse:** Since applying for financial aid, your spouse has died. Date \_\_\_\_/\_\_\_\_/\_\_\_\_. When completing Section G below, give **YOUR** information only.
- D. **Disability of student or spouse:** Specify who this circumstance pertains to: **STUDENT** \_\_\_\_\_ **SPOUSE** \_\_\_\_\_. Date of disability \_\_\_\_/\_\_\_\_/\_\_\_\_. Please attach documentation of the disability.
- E. **One-time-income:** (i.e. inheritance, moving expense allowance, back year Social Security payments, or lump sum retirement or IRA distribution). **Please attach a separate letter that identifies source of income and how funds were spent or invested.**
- F. The student can specifically identify another reasonable circumstance which would substantiate a reduction in income for the calendar year 2011. **Please attach a separate letter that explains the circumstance.**

Report all income you have actually received from January 1, 2011 through **TODAY**. Then estimate all income you expect to receive through December 31, 2011. If you are married, report your spouse's income as well. **PLEASE ATTACH DOCUMENTATION OF ALL INCOME.** Documentation can include recent pay stubs with the year to date earnings, W-2 forms, a letter from an employer stating your total earnings, an estimate of future income, etc.

INCOME FOR JANUARY 1, 2011 TO DECEMBER 31, 2011	ACTUAL 1/1/11 TO TODAY	ESTIMATED TODAY TO 12/31/11	TOTAL ACTUAL AND ESTIMATED
Expected 2011 income earned from work by student (wages, salaries, tips, net business/farm income)			
Expected 2011 income earned from work by spouse (wages, salaries, tips, net business/farm income)			
Other taxable income (dividends, interest, pensions, alimony, unemployment compensation, capital gains, etc.) <b>SOURCE</b>			
Social Security benefits			
Temporary Aid to Needy Families (TANF)			
Child Support received			
Other untaxed income (earned income credit, welfare benefits, workers comp., and payment to IRA/Keogh, etc.) <b>SOURCE</b>			
<b>TOTAL INCOME FOR 2011</b>			

**CERTIFICATION:** "I certify that the information provided above is true and complete to the best of my knowledge. I agree to provide proof of the information that I have been given on the form if asked by the Financial Aid Office. I also realize that if I do not provide proof when asked, I may not receive financial aid."

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

PLEASE RETURN THIS FORM AND ALL DOCUMENTATION TO THE FINANCIAL AID OFFICE

## PARENTS SPECIAL CIRCUMSTANCES (for completion by parents of dependent student only)

**INSTRUCTIONS:** According to Federal laws and regulations, a family's 2010 income is used to assess financial need for the 2011-12 school year. If a family's 2011 income is lower due to special circumstances, a financial aid administrator may be able to use the 2011 income to assess financial need. Please provide information regarding this reduction by completing this form.

STUDENT'S NAME \_\_\_\_\_ LAST \_\_\_\_\_ FIRST \_\_\_\_\_ MI \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

**DECREASED INCOME:** Please mark the reason(s) that you/your spouse's income will be less in 2011 than in 2010.

**\*You must attach a letter of explanation detailing what income (s) was lost or reduced and the reason(s).**

- A. Reduction in earnings or loss of other income: An individual who received income in 2010 has experienced a reduction in that income for 2011. This could include a loss of or reduction in earnings, loss of employment or social security benefits, child support, or other taxed income. Specify who this circumstance pertains to: **MOTHER** \_\_\_\_\_ **FATHER** \_\_\_\_\_ **Date reduction/loss occurred** \_\_\_\_\\_\_\_\_\\_\_\_\_.
- B. Divorce or separation: Since applying for financial aid, you have become divorced or separated. Date of divorce or date of separation \_\_\_\_\\_\_\_\_\\_\_\_\_. When completing Sections G below, give **YOUR** information only. **Please attach a copy of the divorce decree or legal separation.**
- C. Death of spouse: Since applying for financial aid, your spouse has died. Date \_\_\_\_\\_\_\_\_\\_\_\_\_. When completing Section G below, give **YOUR** information only.
- D. Disability of spouse: Specify who this circumstance pertains to: **MOTHER** \_\_\_\_\_ **FATHER** \_\_\_\_\_. Date of disability \_\_\_\_\\_\_\_\_\\_\_\_\_. Please attach documentation of the disability.
- E. One-time-income: (i.e. inheritance, moving expense allowance, back year Social Security payments, or lump sum retirement or IRA distribution). **Please attach a separate letter that identifies source of income and how funds were spent or invested.**
- F. The student can specifically identify another reasonable circumstance which would substantiate a reduction in income for the calendar year 2011. **Please attach a separate letter that explains the circumstance.**

Report all income you have actually received from January 1, 2011 through **TODAY**. Then estimate all income you expect to receive through December 31, 2011. If you are married, report your spouse's income as well. **PLEASE ATTACH DOCUMENTATION OF ALL INCOME.** Documentation can include recent pay stubs with the year to date earnings, W-2 forms, a letter from an employer stating your total earnings, an estimate of future income, etc.

INCOME FOR JANUARY 1, 2011 TO DECEMBER 31, 2011	ACTUAL 1/1/11 TO TODAY	ESTIMATED TODAY TO 12/31/11	TOTAL ACTUAL AND ESTIMATED
Expected 2011 income earned from work by mother (wages, salaries, tips, net business/farm income)	\$	\$	\$
Expected 2011 income earned from work by father (wages, salaries, tips, net business/farm income)	\$	\$	\$
Other taxable income (dividends, interest, pensions, alimony, unemployment compensation, capital gains, etc.) <b>SOURCE</b>	\$	\$	\$
Social Security benefits	\$	\$	\$
Temporary Aid to Needy Families (TANF)	\$	\$	\$
Child Support received	\$	\$	\$
Other untaxed income (earned income credit, welfare benefits, workers comp., and payment to IRA/Keogh, etc.) <b>SOURCE</b>	\$	\$	\$
<b>TOTAL INCOME FOR 2011</b>	\$	\$	\$

**CERTIFICATION:** "I certify that the information provided above is true and complete to the best of my knowledge. I agree to provide proof of the information that I have been given on the form if asked by the Financial Aid Office. I also realize that if I do not provide proof when asked, I may not receive financial aid."

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_\\_\_\_\_\_\\_\_\_\_\_  
DATE