

**REQUEST FOR SPECIAL CIRCUMSTANCE REVIEW**

*(This form may not be submitted until after July 1, 2009. Documentation must be included.)*

**Student Name** \_\_\_\_\_ **Soc. Sec. No.** \_\_\_\_\_

- This form is to be used **IF YOUR 2009 HOUSEHOLD INCOME IS OR WILL BE SUBSTANTIALLY LESS THAN 2008** income reported on your 2009-2010 FAFSA.
- You **ARE REQUIRED TO EXPLAIN THE REASON WHY** your 2009 income is or will be substantially less than your 2008 income **AND PROVIDE DOCUMENTATION TO SUPPORT YOUR EXPLANATION**
- You must use this form **TO REPORT YOUR INCOME for the 2009 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 2009.)
- You **ARE ALSO REQUIRED TO SUBMIT** a copy of your 2008 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 2009 than in 2008.
- I am a dependent student and my parent(s) income is or will be **substantially less** in 2009 than in 2008.

**Write a detailed explanation as to your reason for requesting a special circumstance review. (Use additional paper if needed.) Include the dates your circumstances changed and provide documentation to support your circumstance. For example, provide proof that you are no longer employed. (See the reverse side for guidelines)**

**YOU MUST COMPLETE THIS SECTION AND PROVIDE DOCUMENTATION FOR EACH ENTRY TO REPORT YOUR PROJECTED HOUSEHOLD INCOME AND BENEFITS FOR 2009.**

*If you or your parents are divorced or separated, only give your information or the information about the parent you live with. If the loss of income is due to the death of your spouse or parent, only give your information or information about the surviving parent.*

<u>PROJECTED 2009 INCOME, BENEFITS AND RESOURCES</u>	<u>Mother</u>	<u>Father</u>	<u>Student</u>	<u>Spouse</u>	<u>TOTALS</u>
Income from work	\$	\$	\$	\$	
Unemployment	\$	\$	\$	\$	
SS benefits	\$	\$	\$	\$	
Disability benefits	\$	\$	\$	\$	
Child Support	\$	\$	\$	\$	
Other (specify) 1) _____ 2) _____	\$	\$	\$	\$	

**Student Signature** \_\_\_\_\_ **Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**OFFICE USE ONLY**      FAO \_\_\_\_\_      Date reviewed \_\_\_\_\_

Denied       Approved       Reviewed/no changes      ISIR Adjustments \_\_\_\_\_

## Guidelines for Special Circumstances

<b>CATEGORY</b>	<b>CONDITION</b>	<b>DOCUMENTATION</b>
<b>UNEMPLOYMENT OR CHANGE IN EMPLOYMENT</b>	You, your spouse or a parent who earned money in 2008 has lost his or her job in 2009.	Pay stubs showing YTD earnings, letter of unemployment showing approval/denial of benefits. Unemployment pay stubs.
	You, your spouse or a parent who worked full time in 2008 is not working full time now.	Pay stubs showing hours worked, pay rate, YTD earnings from all jobs held in 2009.
<b>SEPARATION OR DIVORCE</b>	You or your parents have gotten separated or divorced in 2009.	Letter of explanation giving dates and details as to disposition of assets, etc.
<b>DEATH</b>	Your spouse or parent who worked in 2008 has died.	Death certificate, proof of income generated by the deceased.
<b>DISABILITY</b>	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.
<b>ONE-TIME INCOME</b>	You, your spouse or a parent received income in 2008, which cannot reasonably be expected to receive in 2009.	Proof of the nonrecurring nature of the income such as gain from sale of home.
<b>LOSS OF TAXABLE OR UNTAXED BENEFITS</b>	You, your spouse or a parent who received unemployment benefits or some untaxed income or benefit in 2008 has lost that income in 2009.	Letter/notice from agency indicating benefits have been terminated.
<b>UN-REIMBURSED MEDICAL EXPENSES</b>	Your or your parents paid medical/dental bills in 2008, not covered by insurance.	Cancelled checks or receipts showing payments made, Schedule A of Form 1040