

REQUEST FOR SPECIAL CIRCUMSTANCE REVIEW

(This form may not be submitted until after July 1, 2008. Documentation must be included.)

Student Name _____ **Soc. Sec. No.** _____

- This form is to be used **IF YOUR 2008 HOUSEHOLD INCOME IS OR WILL BE SUBSTANTIALLY LESS THAN 2007** income reported on your 2008-2009 FAFSA.
- You **ARE REQUIRED TO EXPLAIN THE REASON WHY** your 2008 income is or will be substantially less than your 2007 income **AND PROVIDE DOCUMENTATION TO SUPPORT YOUR EXPLANATION**
- You must use this form **TO REPORT YOUR INCOME for the 2008 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 2008.)
- You **ARE ALSO REQUIRED TO SUBMIT** a copy of your 2007 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 2008 than in 2007.
- I am a dependent student and my parent(s) income is or will be **substantially less** in 2008 than in 2007.

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 2008.

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 2008 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

CATEGORY	CONDITION	DOCUMENTATION
UNEMPLOYMENT OR CHANGE IN EMPLOYMENT	You, your spouse or a parent who earned money in 2007 has lost his or her job in 2008.	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 2007 is not working full time now.	Pay stubs showing hours worked, pay rate, YTD earnings from all jobs held in 2008.
SEPARATION OR DIVORCE	You or your parents have gotten separated or divorced in 2008.	Letter of explanation giving dates and details as to disposition of assets, etc.
DEATH	Your spouse or parent who worked in 2007 has died.	Death certificate, proof of income generated by the deceased.
DISABILITY	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.
ONE-TIME INCOME	You, your spouse or a parent received income in 2007, which cannot reasonably be expected to receive in 2008.	Proof of the nonrecurring nature of the income such as gain from sale of home.
LOSS OF TAXABLE OR UNTAXED BENEFITS	You, your spouse or a parent who received unemployment benefits or some untaxed income or benefit in 2007 has lost that income in 2008.	Letter/notice from agency indicating benefits have been terminated.
UN-REIMBURSED MEDICAL EXPENSES	Your or your parents paid medical/dental bills in 2007, not covered by insurance.	Cancelled checks or receipts showing payments made, Schedule A of Form 1040