

**REQUEST FOR SPECIAL CIRCUMSTANCE REVIEW**

*See reverse side to determine if your circumstances are within the guidelines.*

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

1. COMPLETE THIS FORM IF YOU OR YOUR PARENT'S 2011 INCOME IS OR WILL BE SUBSTANTIALLY LESS THAN THE 2010 INCOME REPORTED ON YOUR 2011-2012 FAFSA.
2. YOU ARE REQUIRED TO EXPLAIN THE REASON WHY THE 2011 INCOME IS SUBSTANTIALLY LESS THAN THE 2010 INCOME AND PROVIDE DOCUMENTATION TO SUPPORT YOUR EXPLANATION.
3. You must use this form to report your income for the 2011 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 2011.)
4. You are required to complete the 'verification process' and submit 2010 federal tax returns including all W2 forms and a Verification Worksheet which can be downloaded from the Financial Aid website at <http://financialaid.brookdalecc.edu>.

**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 2011 than in 2010.
- I am a dependent student and my parent(s) income is or will be **substantially less** in 2011 than in 2010.

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 2011. You will be reporting actual income through the date of this request, and estimated income from the date of this request through December 31, 2011.**

*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 2011 INCOME, BENEFITS AND RESOURCES</u>	<u>Mother</u>	<u>Father</u>	<u>Student</u>	<u>Spouse</u>	<u>TOTALS</u>
<i>(Totals must include actual income from January 1, 2011 through today and estimated through December 31, 2011.)</i>					
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 worked full time in 2010 has been unemployed for more than 4 weeks in 2011.	<p>Pay stubs showing YTD earnings, letter of unemployment showing approval/denial of benefits. Unemployment pay stubs.</p> <p>Pay stubs showing hours worked, pay rate, YTD earnings from all jobs held in 2010.</p> <p>If you are married, include you and your spouse's W2 Forms for 2010.</p>
<b>SEPARATION OR DIVORCE</b>	You or your parents have gotten separated or divorced after the date in which you filed your FAFSA.	<p>Letter of explanation giving dates and details as to disposition of assets, etc.</p> <p>Proof of divorce or separate addresses.</p>
<b>DEATH</b>	Your spouse or parent who worked in 2010 has died after the date in which you filed your FAFSA.	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 2010, which cannot reasonably be expected to be received in 2011 and was used for extraordinary expenses.	Proof of the extraordinary expenses causing need for one-time income reported on federal tax return.
<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 2010 has lost that income in 2011.	Letter/notice from agency indicating benefits have been terminated.
<b>UN-REIMBURSED MEDICAL EXPENSES</b>	Your or your parents paid medical/dental bills in 2010, not covered by insurance.	Cancelled checks or receipts showing payments made, Schedule A of Form 1040