

SPECIAL CIRCUMSTANCES PETITION 2009-2010

Federal regulations require the Financial Aid Office to use 2008 financial information from the FAFSA when determining financial need for the 2009-2010 school year. This form may be used if you feel that the FAFSA does not adequately reflect your current financial condition.

Please complete all sections of this petition and return it to the Office of Financial Aid with required documentation. Note: If documentation is not submitted with this petition, your request cannot be processed. All documentation supporting your appeal must be submitted at the time you complete the form; submission does NOT guarantee an adjustment will be made to your financial aid amount. All appeals are reviewed on a case-by-case basis according to the guidelines set forth by the U.S. Department of Education. You will receive an initial response to your petition within 10 business days.

SECTION 1: Student & Parent Information

Student Name (Last, First, M.I.)

Social Security Number

ID Number

Parent Name (Last, First, M.I.)

Parent Telephone Number

Parent Name (Last, First, M.I.)

Parent Telephone Number

SECTION 2: (please check all that apply)

_____ **Loss of income due to non-disability related unemployment** – Student, spouse, or parent(s) has lost employment (due to layoff, termination or voluntary resignation) since the last tax year reported on most recent FAFSA.

Acceptable Documentation:

- Letter explaining special circumstance
- Official evidence of loss of employment
- Copy of unemployment check(s) or pay stubs (or letter stating that unemployment was denied)
- Signed copy of 2008 Federal Income tax return including all schedules & W-2's (parents & student)

_____ **Loss of income due to disability** – Student, spouse, or parent(s) has not been able to earn money the way it was earned in the last tax year reported on the FAFSA.

Acceptable Documentation:

- Letter explaining special circumstance
- Evidence of loss of earnings (such as a signed letter from employer on company letterhead)
- Signed copy of 2008 Federal Income tax return including all schedules and W-2 forms for parents and student
- Approval/Denial letters for disability

_____ **Loss of untaxed income or benefits** - Student, spouse, or parent(s) has lost untaxed earnings (such as child support, Worker's Compensation, etc.) since the last tax year reported on most recent FAFSA.

Acceptable Documentation:

- Letter explaining special circumstance
- Evidence of loss of untaxed income or benefits (court decisions, letters of denial of benefits, etc.)
- Signed copy of 2008 Federal Income tax return including all schedules & W-2's (parents & student)

_____ **Occurrence of one-time income** - Student, spouse, or parent(s) received a one-time lump sum (such as inheritance, retirement, IRA distribution, etc.) that was reported on the 2008-2009 FAFSA but is not expected in the future.

Acceptable Documentation:

- Letter explaining special circumstance
- Official evidence of one-time income (legal forms, financial statements, etc.)
- Documentation supporting how the funds were spent or invested
- Signed copy of 2008 Federal Income tax return including all schedules & W-2's (parents & student)

_____ **Separation or divorce** – Student (or your parents, if dependent) have separated or become divorced since the time the FAFSA was filed.

Acceptable Documentation:

- Legal documentation of separation or divorce (such as court decisions or divorce decree)
- Signed copy of 2008 Federal Income tax return including all schedules & W-2's for primary parent (including stepmother or stepfather) and student

_____ **Death** – Your spouse (or parent if dependent) received income for the most recently reported tax year, but passed away after you completed the FAFSA.

Acceptable Documentation:

- Legal documentation of death (such as a copy of death certificate)
- Signed copy of 2008 Federal Income tax return including all schedules & W-2's (parents & student)

_____ **Elementary or secondary school tuition costs for siblings** – You or your parents are paying private elementary and/or secondary school tuition costs for the upcoming school year for dependent children.

Acceptable Documentation:

- Written contract that states the amount of tuition paid or due for the upcoming school year **or**
- Signed letter from the school stating the amount of tuition paid or due for the upcoming school year on official school letterhead
- Signed copy of 2008 Federal Income tax return including all schedules & W-2's (parents & student)

_____ **Medical or dental expenses** – You or your parents paid medical or dental expenses not covered by insurance during 2008.

Acceptable Documentation:

- Letter explaining special circumstance
- Signed copy of 2008 Federal Income tax return including all schedules & W-2's (parents & student) including a copy of Schedule A
- Copies of cancelled checks used to pay out-of-pocket medical or dental expenses
- Confirmation of amount paid out-of-pocket by you during 2008 and purpose of expense (amounts billed will not be considered without proof of payment).

_____ **Nursing Home Expenses**- You or your parents pay nursing home expenses not covered by insurance.

Acceptable Documentation:

- Letter explaining special circumstance
- Signed copy of 2008 Federal Income tax return including all schedule & W-2's (parents and student) including a copy of Schedule A
- Copies of cancelled checks used to pay out-of-pocket nursing home expenses
- Confirmation of amount paid out-of-pocket by you during 2008

_____ **Child Care Costs**- You or your parents have unusually high dependent care expenses.

Acceptable Documentation

- Letter explaining special circumstance
- Signed copy of 2008 Federal Income tax return including all schedule & W-2's (parents and student) including a copy of 2008 Schedule A
- Copies of cancelled checks used to pay dependent care expenses
- Confirmation of amount paid by you during 2008

_____ **Other – Circumstances not otherwise listed:** **Effective date:** _____
