

Office of Student Financial Aid

TO: Students filing for Financial Aid requesting additional consideration based upon exceptional circumstances/special circumstances

FROM: Office of Student Financial Aid

SUBJECT: Documentation to establish the Exceptional Circumstances/Special Circumstances

DATE: July 5, 2007(Revised)

1.0 A student who did not/could not use the income data for a biological parent/Adoptive Parent:

1.1 State why the income data for the biological parent/Adoptive Parent is not/could not be used to establish eligibility for aid per the instructions of the U.S. Department of Education:

1.2 Documentation needed to establish the status.

1.2.1 If based upon child abuse.

1.2.1.1 Police Report

1.2.1.2 Documentation from a Social Services Agency on the agency's letterhead.

1.2.2 If based upon child abandonment

1.2.2.1 Letter from social services agency regarding the status and if parent are being required to pay any type of support for the child's up keep, must be on the agency's letterhead.

1.2.2.2 Statement from High School Counselor, Registrar, Principal stating who was authorized to make decisions regarding the student if an emergency occurred during school hours:

1.2.3 If parent(s) is/are incarcerated – statement from the court showing length of time covered by incarceration – must be on the letterhead of the court or of the Criminal Justice System.

1.2.4 Other data may be needed – based upon the circumstance being presented by the Financial Aid applicant.

2.0 Parent has lost employment. (Dependent Student) or Student/Spouse has lost employment (Independent Student)

2.1 State the reason(s) behind the loss of employment (e.g. company downsized, company closed facility in the area, company eliminated the job I performed and etc.)

2.2 Provide documentation to support the reason for the loss of employment. The reason should come from the company and be on the company's letterhead stationary.

2.3 Provide income tax data for the last income tax filing year (e.g. 2006) for both parents, if you meet the Federal Definition of a dependant student or tax returns for the applicant and his/her spouse if married and you meet the Federal Definition of an independent student (Review the Free Application for Federal Student Aid for definition of Dependent/Independent Student.

2.4 Project the income for the year following the last tax-filing year, for the individual whose job has been lost covering the period from January 1 through December 31. Show also the source(s) of the income for the individual whose job was lost (e.g. unemployment compensation, severance pay, profit sharing payout, retirement pay and etc).

2.4.1 Projected Income for (Name of person who lost the job - The Projected Income must be for a full calendar year).

2.4.1.1 Name: _____

Relationship: _____

Income: \$ _____

2.4.2 What is/are the income source or sources

2.4.2.1 _____ \$

2.4.2.2 _____ \$

2.4.2.3 _____ \$

2.4.2.4 _____ \$

2.4.2.5 _____ \$

2.4.2.6 TOTAL \$ _____

3.0 Additional data may be needed to complete the assessment and to make certain that any modifications made to data on the Free Application for Federal Student Aid and/or the Institutional Student Record meets the U.S. Department of Education's requirements.

The following signatures are required:

Student's Signature: _____

Student's Printed Name: _____

Date: _____

Parent's Signature: _____
(If student meets the Federal definition of a dependent student)

Parent's Printed Name: _____

Date: _____

Spouse's Signature: _____
(If the student meets the Federal definition of an Independent student)

Spouse's Printed Name: _____

FINANCIAL AID OFFICE USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Reason: _____	

Signature: _____	Financial Aid Administrator
Date: _____	