

## 2011-2012 Special Circumstance Appeal Form

Student Name (Last, First, MI)	Student U ID Number
Address (Street or P.O. Box)	
City, State and Zip Code	
Contact Telephone Number	Email Address

**Note the following:**

- All students requesting a Special Circumstance Appeal **will be** selected for verification.
- Submission of this appeal **does not** guarantee approval.
- Appeal requests, if approved, are granted on a **one-time, case-by-case** basis.
- Approved appeals may not automatically qualify the student to receive additional financial aid.
- All appeal decisions are final.

**These conditions will NOT be considered:**

- Parent/step-parent unwilling to provide information on FAFSA and/or to assist in paying for college.
- Gambling/lottery winnings, bonuses, overtime earnings, inheritances, settlements, etc., that are not expected to reoccur.

**Instructions:**

1. On page 2, check the situation for which you are requesting a special circumstance review
2. Attach a clear and brief **typed** and **signed one-page** explanation of your situation
3. Attach the required documentation listed on page 2. During the review, the Financial Aid Office may require additional information
4. Complete the Professional Judgment Worksheet on page 3 where indicated
5. Complete the Verification Worksheet:
  - a. **If Dependent**, submit the 2011-2012 **Dependent Verification Worksheet** and attach signed copies of the student's and parent's 2010 federal income tax returns (1040,1040A, 1040EZ) and **all** 2010 W-2 forms
  - b. **If Independent**, submit the 2011-2012 **Independent Verification Worksheet** and attach signed copies of the student's and spouse's 2010 federal income tax returns (1040,1040A,1040EZ) and **all** 2010 W-2 forms
6. Submit all requested documents to the Financial Aid Office

**APPEALS SUBMITTED WITHOUT ALL REQUIRED DOCUMENTATION WILL NOT BE CONSIDERED**

For appeal review to be completed prior to the start of the Fall 2011 semester we must receive all documents by **July 15<sup>th</sup>, 2011**; for Spring 2012 by **January 10<sup>th</sup>, 2012**.





## 2011-2012 Professional Judgment Worksheet Income Adjustment

Student's Name: \_\_\_\_\_ UID/Social Security # \_\_\_\_\_

	Father or Stepfather	Mother or Stepmother	Student	Student's Spouse
Dates of Income	01/01/2011 to 12/31/2011	01/01/2011 to 12/31/2011	01/01/2011 to 12/31/2011	01/01/2011 to 12/31/2011
<b>Wages earned In 2011</b>	\$	\$	\$	\$
<b>Unemployment Benefits for 2011</b>	\$	\$	\$	\$
<b>Workman's Compensation for 2011</b>	\$	\$	\$	\$
<b>Interest Income for 2011</b>	\$	\$	\$	\$
<b>Other Income for 2011 (must indicate source)</b>	\$	\$	\$	\$
<b>Sources of other income</b>				

### Required Certification

I attest to the best of my knowledge that the information contained herein is accurate.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Counselor: \_\_\_\_\_ Date: \_\_\_\_\_