



2011-2012 Financial Aid Special Circumstance Appeal

Student's Name: _____ ID #: _____

Address: _____ Phone: _____

City/State/Zip: _____

E-Mail Address: _____

Dear Student,

The primary responsibility for financing a student's education rests with the student and their family. Unless a student is classified as independent for financial aid purposes by federal definition, parental income and asset information must be included in determining eligibility. Student (and parent, when applicable) contributions (together making up the Expected Family Contribution or EFC) are calculated using a congressionally mandated need-analysis formula. The UGF Financial Aid Office recognizes this formula may not accurately reflect special circumstances for individual students and/or families.

If your situation has changed drastically from the information you provided on the Free Application for Federal Student Aid (FAFSA), and the situation falls into one of the categories listed on this form, you may submit a complete Special Circumstance Appeal with the required documentation. Because this is often a lengthy process, please allow additional processing time after we receive the request.

Once a completed request is reviewed, it may result in either 1) a reduction in the base year income and/or assets, 2) the use of projected income for the current calendar year, or 3) an increase in Cost of Attendance (COA) for the current academic year.

In many cases, an adjustment does not increase the student's eligibility for gift aid (grants and scholarships that do not have to be repaid). In fact, the adjustment may only increase the student or parent's eligibility for loans, change non-need based loans to need based loans, or may not result in any increase funding.

Financial Aid Office
University of Great Falls
1301 20th Street South
Great Falls, MT 59405
406-791-5235

All appeals must be submitted with a letter of explanation and request, signed copies of 2010 federal tax return, and documentation specific to your situation. An incomplete application will be returned. In order to insure your application is reviewed as quickly as possible, please submit documentation to support your special circumstance. Requests for further documentation from our office will delay processing.



My 2011 income will be significantly lower than my 2010 income due to (check all that apply):

- Reduction of Income due to loss of Child Support Benefits and/or Alimony
- Loss or reduction of household income due to death, permanent disability, and/or separation/divorce (for independent students/spouse or parents of dependent students)
- Reduction of income due to one time income (examples: moving allowance, back year social security payments, IRA/pension distribution, sale of primary residents, etc.)
- Unusual Medical and Dental Expenses paid in 2011 and not subject to reimbursement by insurance (Independent Students/spouses or parent of Dependent Student)
- Reduction of earned income of less than 20% of 2010 earnings of student, spouse, or parent of dependent student.
- Expenses required for a Special Needs Child or Dependent Adult (special services, equipment, etc.) not covered by other sources.
- Expenses for Elementary and Secondary Tuition for 2011-12 the amount of tuition for your dependent children to attend school during the 2011-12 academic year. Do not include amounts covered by scholarships or waivers or college school tuition.
- Family hardship due to natural disaster (including fire, hurricane, tornado, flood, etc.)
- Other. Include detailed explanation and documentation.



University of Great Falls

ANTICIPATED INCOME FOR 1/1/11 to 12/31/11	ACTUAL 1/1/11- TODAY	ESTIMATED TODAY - 12/31/11	TOTAL
Father's wages, salaries, tips (including severance pay, Disability payments and other income from work)	\$	\$	\$
Mother's wages, salaries, tips (including severance pay, Disability payments and other income from work)	\$	\$	\$
Student's wages, salaries, tips (including severance pay, Disability payments and other income from work)	\$	\$	\$
Student's spouse's wages, salaries, tips (including severance pay, Disability payments and other income from work)	\$	\$	\$
Other taxable income (including unemployment benefits)	\$	\$	\$
Social Security Benefits	\$	\$	\$
Aid to Families with Dependent Children (AFDC)	\$	\$	\$
Alimony and/or child support received	\$	\$	\$
Other Untaxed income **	\$	\$	\$
Total anticipated income for 2011	\$	\$	\$



Certification

I certify that I have read all enclosed information and understand the following:

1. All documentation has been provided. The Special Circumstances Appeal will not be reviewed, but will be returned if incomplete.
2. A Financial Aid Professional will review this appeal. I will contact them directly if I have any questions or concerns.
3. I will receive written acknowledgement of the decision. The notification may be a Revised Award Letter.
4. Adjustments to income due to reasons other than death, permanent disability, separation or divorce generally are not made until August or later.

I certify that the information provided on this form and accompanying documentation is true and correct to the best of my knowledge and belief. I agree, if requested, I will provide documentation to support the information provided with this request. I understand that underestimating projected income could result in reduced eligibility, repayment of aid, or both, in the current or next academic year. I understand that if the actual difference of projected income and actual income is above 10% that I will be ineligible for a Special Circumstance Appeal in the following academic year.

_____ Student's signature	_____ Date
_____ Spouse's signature (if applicable)	_____ Date
_____ Father's signature (if applicable)	_____ Date
_____ Mother's signature (if applicable)	_____ Date