WINTHROP UNIVERSITY
OFFICE OF FINANCIAL AID

Special Circumstances Request - Dependent
2011-2012

Student's Name _____   **Student ID Number** _____

E-mail Address _____   **Student's Phone Number** _____

The Office of Financial Aid recognizes that your family may have extenuating circumstances that are not portrayed on your Free Application for Federal Student Aid (FAFSA). Certain adjustments are already considered in the calculation of a family's ability to meet expenses in the formula that calculates financial need. Therefore, the Office of Financial Aid will not always be able to reduce your expected contribution to meet educational costs based on your unique circumstances. Special consideration is generally given only for those circumstances described below. Typically, the only additional type of financial aid the student may be eligible to receive is the federal Pell Grant. Graduate and second degree undergraduate students are not eligible to receive the federal Pell Grant. The reduction in expected family contribution may create more federal Subsidized Stafford Loan eligibility, thus reducing the amount of the Unsubsidized Stafford Loan.

Please Note
- Deadline to submit request: April 1, 2012
- Complete Step One, Step Two **and** Step Three of this form
- Processing time for the *Special Circumstances Request* takes 2-4 weeks. Submission of the *Special Circumstances Request* in no way guarantees an adjustment to the student's financial aid and does not waive payment deadline dates. We recommend that the student complete all current award requirements and accept any financial aid that the student wishes to use to pay his/her bill.

Step One – *Reason(s)*

Please check	Reason for Appeal	Required Documentation
☐	**Unexpected change of employment status/significant reduction in income** ☐ Father ☐ Mother ☐ Student (please check) *Note – Parent and/or student must be unemployed/disabled/experienced significant loss in income for at least eight consecutive weeks before completing this form	• Letter from previous and/or current employer stating (if applicable): last date of employment and severance benefits that will be received in 2011 or reason for unemployment/decrease in pay • Proof of 2011 earnings up to the last date of employment (e.g. last pay stub showing year-to-date earnings) • Proof of unemployment benefit amount (including proof of year-to-date amounts received) or statement stating that you do not qualify for unemployment
☐	**Parent's Divorce/Separation** *Note – Parents must be separated for at least three consecutive months before submitting this form	• A copy of the divorce decree or a copy of the separation agreement or a signed statement from each parent indicating the date of separation
☐	**Death of spouse**	• A copy of the death certificate and/or obituary
☐	**Loss of benefits and/or untaxed income** (e.g. child support, pension, workers compensation, etc) *Note – Parent(s) must have lost benefits for at least eight consecutive weeks before completing this form	• Documentation of year-to-date 2011 amount (if applicable) • Documentation certifying loss of benefit or untaxed income
☐	**Medical/Dental**	• Total out-of-pocket **paid** medical/dental expenses not covered by insurance that are in excess of 11% of your adjusted gross income may be considered. If you meet this criteria, contact the Office of Financial Aid for a *Medical/Dental Adjustment Request Form*.

* CONTINUED ON BACK*

---

119 Tillman Hall, Rock Hill, SC 29733
(803) 323-2189 (phone) – (803) 323-2557 (fax) – finaid@winthrop.edu
www.winthrop.edu/finaid

Step Two – *Required Documentation*

(a) Submit Dependent Verification Information (waived if previously submitted for 2011-2012)
- o 2011-2012 Dependent Verification Form (www.winthrop.edu/finaid - select Forms Online)
- o Signed copy of parent(s) completed 2010 federal tax return including all schedules. If you do not have a copy, you can obtain a free tax transcript from the IRS (800-829-1040).
- o Signed copy of student's completed 2010 federal tax return including all schedules (if applicable). If you do not have a copy, you can obtain a free tax transcript from the IRS (800-829-1040).

(b) A brief letter describing the circumstances that merit consideration

(c) Attach documentation as described in Step One

(d) *Special Circumstances Requests* submitted after January 31, 2012 must also include a signed copy of parent(s) and student's completed 2011 federal tax return including all schedules

Step Three – *Projected Income*

Sources of Income (If item does not apply write in $0)	Actual* (Jan 1 – Today 2011)		Estimated (Today – Dec 31, 2011)		2011 Total
Gross Wages/Tips/Severance (before taxes) – Father		+		=	
Gross Wages/Tips/Severance (before taxes) – Mother		+		=	
Other **Taxable** Income (Alimony, Social Security, Capital Gains, Retirement, etc.) (type _____)		+		=	
Taxable Pensions and Annuities		+		=	
Aid to Families with Dependent Children (AFDC)		+		=	
Unemployment Benefits		+		=	
Untaxed Pensions and Annuities		+		=	
Other **Untaxed Income** (Disability, etc.) (type_____)		+		=	
Child Support received for **all** children		+		=	
Other (type _____)		+		=	
TOTAL 2011 Estimated Income**		+		=	

Student's 2011 Income (if less than 2010)*		+		=	

* You must submit documentation to support the actual/year-to-date amounts you list (e.g. pay stub)

**If Total 2011 Estimated Income = $0, please submit a separate statement itemizing how you will pay for your 2011 living expenses

By signing below, we certify that the information provided on this form is true and correct to the best of our knowledge. We understand that completing this form does not guarantee that financial aid will be increased. We understand that if we do not submit any missing information within 30 days of the request, our Special Circumstances Request will be cancelled by the Office of Financial Aid. We understand that this form does not guarantee a change in the amounts or types of financial aid awarded. The Office of Financial Aid reserves the right to review all requests on a case by case basis and make adjustments if deemed appropriate. Finally, we understand that the financial aid administrator's decision is final and cannot be appealed to the U.S. Department of Education.

_____   _____
Student's Signature   *Date*

_____   _____
Parent's Signature   *Date*

_____   _____
Parent's E-mail   *Parent's Phone Number*