

Office of Financial Aid

Physical Address: 7500 Millhaven Rd. Monroe, LA 71203 Phone: (318) 345-9144 FAX: (318) 345-9006

2011-2012 SPECIAL CIRCUM STANCE REQUEST FORM

This request is used to adjust the income reported on the 2011-2012 Free Application for Federal Student Aid (FAFSA) due to a change of circumstances during the calendar or academic year.

STEP 1: All students MUST submit the following documentation, regardless of their reason for filing a Special Circumstance Request:

DEPENDENT STUDENTS	INDEPENDENT STUDENTS
 Student's current check stub (if employed) 	Student's current check stub (if employed)
 Father's current check stub (if employed) 	Spouse's current check stub (if employed)
Mother's current check stub (if employed)	Current check stubs or statements for all
 Current check stubs or statements for all untaxed benefits 	untaxed benefits

In addition to the current check stub(s), the following documentation is required:

LOSS OF EMPLOYMENT - Student/Spouse/Parent was working during 2010 but is now working fewer hours or is unemployed. The following documentation is required from the unemployed household member:

- Last check stub(s) from previous employer during 2010
- Letter from previous employer stating date of termination
- > Benefit or denial letter from Unemployment Office

LOSS OF BENEFITS - Student/Spouse/Parent has lost some or all benefits. The following documentation is required:

- > Last check stub(s) or printout of benefit(s) received during 2010
- Letter from agency verifying date and amount of benefit(s) lost

DEDUCTION OF ONE-TIME PAYMENT - Student/Spouse/Parent received a ONE-TIME PAYMENT (pension, IRA, annuities, gambling winnings, settlement, etc.). The following documentation is required:

- Receipt(s) showing where one-time payment was spent
- Copy(s) of bank account statements
- > Statement from agency to verify one-time payment and to indicate no future payments expected

SEPARATION OR DIVORCE - Student/Parent was married when the FAFSA was filed but has now separated or divorced. The following documentation is required:

- > Court documentation verifying legal separation or divorce if provided by your state
- > If no legal separation can be provided, submit the following:
 - 1. Notarized statement by parent or independent student indicating date of separation.
 - 2. Two bills (utility and telephone bills) from each parent or independent student and spouse showing different addresses.

DEATH OF A SPOUSE OR PARENT - Spouse/Parent passed away after the FAFSA was filed. The following documentation is required:

Copy of Death Certificate and Obituary

UNUSUAL EXPENSES - Student/Spouse/Parent has unusual medical expenses NOT covered by insurance or pays private school tuition. The following documentation is required:

Copy of bill(s) AND receipt(s) of payment

STUDENT NAME:______ SSN:_____

STEP 2: CIRCUMSTANCE TO BE CONSIDERED (check one):

Loss of employment Loss of benefits Separation or divorce Death of a spouse or parent ____Deduction of a one-time payment Unusual expenses

STEP 3: REASON FOR FILING

In the space below, give specific dates and reasons as to when and why income changes occurred. Be specific and list events in chronological order.

STEP 4: VERIFICATION OF HOUSEHOLD SIZE & STUDENT CERTIFICATION

Write the names of all household members. Also, write the name of the college attended for any household member (excluding parents) who will be attending college at least half time between July 1, 2011 to June 30, 2012 and will be enrolled in a degree or certificate program. If you need more space, attach a separate sheet of paper.

Dependent students include yourself, your parents and any dependents that your parents provide more than half of their support during the dates listed above.

Independent students include yourself, your spouse (if you are legally married), your children (if you provide more than half of their support during the dates listed above) and other dependents (if they live with you and you will continually provide more than half of their support during the dates listed above.

Full Name	Age	Relationship to Student	Name of College
Delta Knight		Self	Delta Community College

I certify that all the information reported to qualify for federal aid is complete and correct to my knowledge. If additional documentation is required, I will submit those documents in a timely manner or my Special Circumstance Request will be denied. I also understand that if I give false or misleading information, I may be fined, jailed, or both.

STEP 5: PROJECTED INCOME

Project the anticipated income for yourself and your spouse/parent(s) in the spaced provided. Adjustments to 2010 income will be made after verifying your estimated 2011 income based on the submitted documents.

> A complete federal income tax return for 2010 and/or W-2's are required for ALL SPECIAL CIRCUMSTANCE REQUESTS FILED AFTER JANUARY 2, 2011, regardless of which column you fill out.

Student/Spouse EXPECTED INCOME (Calendar Year OR Fiscal Year)	CALENDAR YEAR (Jan. 1, 2011 – Dec. 31, 2011)	Office Use Only
Adjusted Gross Income		
(wages, unemployment, interest income, etc.)		
Income Tax Due		
Income earned from work by student		
Income earned from work by spouse		
Untaxed Income (Social Security Benefits, Disability, TANF, Public Assistance, etc.)		

Parent(s) EXPECTED INCOME (Calendar Year OR Fiscal Year)	CALENDAR YEAR (Jan. 1, 2011 – Dec. 31, 2011)	Office Use Only
Adjusted Gross Income		
(wages, unemployment, interest income, etc.)		
Income Tax Due		
Income earned from work by father		
Income earned from work by mother		
Untaxed Income (Sccial Security Benefits, Disability, TANF, Public Assistance, etc.)		

Student's Signature

Date

Parent's Signature(required if student is dependent) Date

Special Circumstance Request Approved	FOR OFFICE USE OF New EFC:	NLY _ Corrections:YesNo	
Comments:			_
Special Circumstance Request Denied	Reason for Denial:		
Incomplete. Documentation needed:		Date:	
FAA Signature:	Date:		