

Campus Attending

- Monroe
 Tallulah
 Lake Providence

**Office of Financial Aid****Physical Address:** 7500 Millhaven Rd. Monroe, LA 71203**Phone:** (318) 345-9144**FAX:** (318) 345-9006**2011-2012 SPECIAL CIRCUMSTANCE 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
<ul style="list-style-type: none"> ➤ Student's current check stub (if employed) ➤ Father's current check stub (if employed) ➤ Mother's current check stub (if employed) ➤ Current check stubs or statements for all untaxed benefits 	<ul style="list-style-type: none"> ➤ Student's current check stub (if employed) ➤ Spouse's current check stub (if employed) ➤ Current check stubs or statements for all 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

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 (Social Security Benefits, Disability, TANF, Public Assistance, etc.)		

Student's Signature **Date**

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

<input type="checkbox"/> Special Circumstance Request Approved	FOR OFFICE USE ONLY New EFC: _____ Corrections: <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments: _____	

<input type="checkbox"/> Special Circumstance Request Denied	Reason for Denial: _____
<input type="checkbox"/> Incomplete. Documentation needed: _____ Date: _____	

FAA Signature: _____	Date: _____
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