

**INSTRUCTIONS FOR A SPECIAL CONDITION  
INDEPENDENT STUDENT**

1. Do not attempt to correct your income yourself. Bring all of your estimated income information to the Financial Aid Office and we will correct your Student Aid Report for you.
2. Please provide proof that you meet one of the special condition requirements according to the U. S. Department of Education. These special conditions are listed on the following page (A, B, C, or D).
3. Call the Financial Aid Office for an appointment when you have gathered all the information that we have requested. You may submit your forms by mail; but you may experience some delay if your information is not clear or complete. Facsimiles will not be accepted.
4. If parent(s) are enrolling in college, **you must** notify the Financial Aid Office.

**STUDENT WILL NEED TO PROVIDE THE FOLLOWING:**

A letter from your previous employer, on company letterhead, stating the last day of employment.

Your last pay stub from the previous job with year-to-date earnings on it (or have employer state the amount earned on the above-mentioned letter).

Your most recent pay stub from the current employer, if applicable. If you will not be working or seeking a job for the remainder of 2011, we will need a signed statement from you to confirm your plans. If married send spouse's latest pay stub showing earnings year-to-date.

Your unemployment benefits, showing monthly amount, the starting and ending dates, and the maximum amount of benefits allowed for the filing period.

Your tax returns for the previous year, including W-2 forms and schedules.

If you are married, and your spouse has lost his/her job, please provide all of the information listed above for your spouse also.

**WE RESERVE THE RIGHT TO REQUEST ANY ADDITIONAL INFORMATION PERTINENT TO YOUR SITUATION.**

If you have any questions, please contact the financial aid office at (806) 894-9611 ext. 3800.

Please return requested information to:

Financial Aid Office  
South Plains College  
1401 College Avenue, Box B.  
Levelland, TX 79336

Student's Name \_\_\_\_\_

SS# \_\_\_\_\_

**SPECIAL CONDITION APPLICATION  
INDEPENDENT STUDENT**

This form may be used for the 2011-12 school year if your financial situation has recently changed for one of the following reasons:

- A. Loss of job or benefits
- B. Separation or divorce
- C. Death
- D. One-time Payments

Please check the following circumstance which best describes the change in your (or your spouse's) financial situation. If you do not meet at least one of the conditions, you may not be eligible for this calculation.

\_\_\_\_ A.1. You worked full-time (at least 35 hours a week) for at least 30 weeks in 2010, but you are not working full-time now. Write in the number of weeks in 2011 that you have been out of work, and the beginning date. Give information only about yourself, not about your spouse.

\_\_\_\_\_ # of weeks in 2011                      Beginning date \_\_\_\_\_

\_\_\_\_ A.2. Your spouse, who earned money in 2010, has lost his or her job for at least 10 weeks in 2011. Write in the number of weeks in 2011 that your spouse already has been out of work and the beginning date. Do not give information about yourself here.

\_\_\_\_\_ # of weeks in 2011                      Beginning date \_\_\_\_\_

\_\_\_\_ A.3. You (or your spouse) earned money in 2010, but have been unable to earn money for at least 10 weeks in 2011 as a result of either a disability or a natural disaster in 2010 or 2011. Write in the number of weeks so far in 2011 that you (or your spouse) have been unable to earn money and the beginning date.

\_\_\_\_\_ # of weeks in 2011                      Beginning date \_\_\_\_\_

\_\_\_\_ A.4. You (or your spouse) received unemployment compensation or some untaxed income or benefit in 2010, but have completely lost that income or benefit for at least 10 weeks in 2011. The untaxed income or benefit must be from a public or private agency, from a company, or from a person because of a court order. (Don't include loss of veteran's educational benefits.) Untaxed income and benefits include court-ordered child support, untaxed retirement or disability benefits, etc. Write in only the number of weeks so far in 2011 that you (or your spouse) have not received the income or benefit.

\_\_\_\_\_ # of weeks in 2011                      Beginning date \_\_\_\_\_

\_\_\_\_ B. You have already applied for Federal student aid and, since that time, you and your spouse have separated or divorced. Write in the date of your separation or divorce. \_\_\_\_\_

\_\_\_\_ C. You have already applied for Federal student aid and, since that time, your spouse has died. Indicate date of death. \_\_\_\_\_ Please attach death certificate or obituary.

\_\_\_\_ D. You or your spouse received a one-time payment in 2010 such as a withdrawal from a pension plan, disability, life insurance, or sale of an asset or business. This income has been used to pay debts or has been reinvested in a restricted savings plan.

Required: Please provide complete information regarding the special condition you checked. Attach additional information as needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPC 11-12**

Before an adjustment can be made to your status, you must provide complete information regarding your estimates of the change in financial situation for you (or your spouse) for 2011. Please provide the best possible estimates for the period January 1, 2011 to December 31, 2011. Additional documentation may be required.

Expected income and expenses for you (or your spouse) in 2011

Estimated 2011 gross taxable income (wages, interest & business income, etc.) \$ \_\_\_\_\_

In 2011, how much will you earn from work? (gross earnings please) \$ \_\_\_\_\_

In 2011, how much will your spouse earn from work? (gross earnings please) \$ \_\_\_\_\_

In 2011, how much will be received in unemployment benefits? \$ \_\_\_\_\_

Estimated 2010 untaxed income and benefits:

Social Security benefits \$ \_\_\_\_\_

Aid to families with Dependent Children (TANF) \$ \_\_\_\_\_

Other untaxed income and benefits (Workers Compensation or VA Benefits) \$ \_\_\_\_\_

Child Support received \$ \_\_\_\_\_

Estimated 2011 income tax paid \$ \_\_\_\_\_

Estimated 2011 child support paid \$ \_\_\_\_\_

Estimated 2011 medical/dental expenses not paid by insurance (including premiums) \$ \_\_\_\_\_

Estimated 2011 elementary, junior high, and high school tuition paid (For the calendar year of 2011, not the academic year) \$ \_\_\_\_\_

**CERTIFICATION**

All of the information on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to give proof of the information that I have given on this form. I realize that this proof may include a copy of my U.S. income tax return. I also realize that if I do not give proof when asked, my financial aid may not be processed.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse's signature \_\_\_\_\_ Date \_\_\_\_\_

**Your social security number is being requested because it is a unique identification number that is maintained for the purpose of verifying that the correct student record is being updated, for tracking purposes and for state and federal report requirements.**

**FOR OFFICE USE ONLY**

Action taken \_\_\_\_\_ Date \_\_\_\_\_

Financial Aid Director Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Financial Aid Director Signature \_\_\_\_\_