

2011-2012 Change in Circumstances Guidelines and Instructions Parent Request

Student Name:

Purpose:

Parents, the purpose of this form is to allow you to explain an unusual circumstance that may have caused you to have a reduction of your 2011 income compared to your 2010 income that is effecting your ability to finance your education here at DBU.

When to Submit:

You can request a Change in Circumstance only after the unusual circumstance has already occurred.

Applications Required:

- **FAFSA** (Free Application for Federal Student Aid) must have been filed and processed with the government for the 2011-2012 year before the Change in Circumstance Form is submitted to the Office of Financial Aid.
- Change in Circumstance Form and supporting documentation.

Examples of Circumstances and Supporting Documentation:

Common situations that cause financial hardships.

- Loss or Change in employment for at least 60 days (termination notice, resignation letter or company letter explaining employment change)
- Divorced or Separation (divorce decree or proof of permanent separation)
- Death of Spouse (death certificate)
- Retirement or Disability of yourself or spouse (company retirement letter or disability statement)
- Loss of untaxed income (notice from appropriate agency that benefit has been terminated)

Documentation Required:

Failure to supply this documentation will delay processing.

- □ Proof of situation causing financial hardship.
- □ A signed copy of student's and parent's 2010 Federal Income Tax Return(s). Must include all W-2's used to complete this return.
- □ If student did not file a tax return for 2010 INITIAL HERE _____
- □ If you did not file a 2010 Federal Income Tax Return, explain why. Provide proof of income (W's, 1099 Misc Income Statements and 1099 Retirement Statements)
- □ Copy of last pay stub(s) from <u>all</u> of your employers must show 2011 year to date earnings.
- □ If married, copy of last pay stub(s) from <u>all</u> of your spouse's employers must show 2011 year-to-date earnings to date.
- 2011-2012 Income Verification Form for Dependent Student (IVF) at www.dbu.edu/financialaid/
- □ If this request is being submitted after November 1st, 2011, provide a copy of your 2011 Federal Income Tax Return.

Notification:

The Office of Financial Aid will send a written notification of our decision. A waiver or adjustments to your application for assistance are only granted after your information has been evaluated, and it has been determined that your request follows federal guidelines.

No action will be taken until all required documentation is received.

SSN

.

Section A: Student Information						
Student's Name	First		MI	DOI	3	SSN:
Address		City	State		ZIP	
Home Phone () Cell ()		Work ()		
Section B: Explanation of Special Circu	imstanc	9				
Write a statement describing the reason for the real Please indicate the date when the situation you are stated on the coversheet Guideline section. Mon	e describin	g occurred.	Be sure to prov			
					<u></u>	
·····					· · · · · · · · · · · · · · · · · · ·	
	<u></u>				<u></u>	<u>Ω</u>
						$\dot{\mathbf{P}}$
		<u> </u>			· · · · · · · · · · · · · · · · · · ·	Parent
						.en
			(If need	led, atta	ch additional page.)	ק ד ק
Section C: Employment and Estimated	Income	for 2011				7 6

The following sections require you to provide yours and/or spouses expected 2011 income. Should any part, or all, of your income be from self-employment then a Change in Circumstance will only be considered AFTER you have completed your 2011 tax return and a copy of Schedule C is provided to our office.

\$

\$

Unemployment:

Have you applied for Unemployment Benefits? Yes _____ No ____

If 'YES': Report amount received to date

Projected amount of future payments for the 2011 year

If 'NO', and it because you are not eligible to receive benefits, please provide an explanation below as to why you are not eligible for benefits.

You must complete this section. Provide figures for the entire year; do not put hourly wage rates. We realize that if you have lost your job it is difficult to project what your income will be for the remainder of the year if you are still in the process of trying to secure employment. However, you MUST <u>project your best estimate</u>. Compute what you will earn for the entire 2011 year. Include all income received from January 1, 2011, until now and estimate the amounts to be received from now until December 31, 2011.

sanb

Mother's GROSS Income Info	rmation	From January 1, 2011 Until Today	From Today Until December 31, 2011
List all Employer(s):	Last Date Employed:		
		\$	\$
		\$	\$
		\$	\$
Anticipated Employment		\$	\$
Self Employment Income (Explain how figure	es determined)	\$	\$
Unemployment Benefits (If none, enter '0')		\$	\$
Withdrawals from Retirement Funds (If none, enter '0')		\$	\$
Severance Pay (If none, enter '0')		\$	\$
Social Security Benefits for all family members (If none, enter '0')		\$	\$
Aid To Families W/ Dependent Children (AFDC) (If none, enter '0')		\$	\$
Child Support Received (If none, enter '0')		\$	\$
Child Support Paid (If none, enter '0')		\$	\$
Untaxed Housing Allowance Pd To Military/Clergy (If none, enter '0')		\$	\$
Veteran's Non-Educational Benefits (If none, enter '0')		\$	\$
Other (If none, enter '0')		\$	\$
Total		\$	\$
Father's GROSS Income Infor	mation	From January 1, 2011 Until Today	From Today Until December 31, 2011
List all Employer(s):	Last Date Employed:		
		\$	\$
		\$	\$
Anticipated Employment			1.8
		\$	\$ \$
	es determined)	\$	
Self Employment Income (Explain how figure	es determined)	\$	\$ \$
Self Employment Income (Explain how figure Unemployment Benefits (If none, enter '0')		\$ \$ \$	\$ \$ \$
Self Employment Income (Explain how figure Unemployment Benefits (If none, enter '0') Withdrawals from Retirement Funds (If none		\$ \$ \$ \$	\$ \$ \$ \$
Self Employment Income (Explain how figure Unemployment Benefits (If none, enter '0')	e, enter '0')	\$ \$ \$ \$ \$ \$	\$ \$ \$
Self Employment Income (Explain how figure Unemployment Benefits (If none, enter '0') Withdrawals from Retirement Funds (If none Severance Pay (If none, enter '0')	e, enter '0') rs (If none, enter '0')	\$ \$ \$ \$ \$ \$ \$ \$ \$	\$ \$ \$ \$ \$
Self Employment Income (Explain how figure Unemployment Benefits (If none, enter '0') Withdrawals from Retirement Funds (If none Severance Pay (If none, enter '0') Social Security Benefits for all family member Aid To Families W/ Dependent Children (AFDC)	e, enter '0') rs (If none, enter '0')	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	\$ \$ \$ \$ \$ \$ \$ \$ \$
Self Employment Income (Explain how figure Unemployment Benefits (If none, enter '0') Withdrawals from Retirement Funds (If none Severance Pay (If none, enter '0') Social Security Benefits for all family member Aid To Families W/ Dependent Children (AFDC) Child Support Received (If none, enter '0')	e, enter '0') rs (If none, enter '0')	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
Self Employment Income (Explain how figure Unemployment Benefits (If none, enter '0') Withdrawals from Retirement Funds (If none Severance Pay (If none, enter '0') Social Security Benefits for all family member Aid To Families W/ Dependent Children (AFDC) Child Support Received (If none, enter '0') Child Support Paid (If none, enter '0')	e, enter '0') ''S (If none, enter '0')) (If none, enter '0')	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
Self Employment Income (Explain how figure Unemployment Benefits (If none, enter '0') Withdrawals from Retirement Funds (If none Severance Pay (If none, enter '0') Social Security Benefits for all family member Aid To Families W/ Dependent Children (AFDC) Child Support Received (If none, enter '0') Child Support Paid (If none, enter '0') Untaxed Housing Allowance Pd To Military/Clere	e, enter '0') 'S (If none, enter '0')) (If none, enter '0') gy (If none, enter '0')	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
Self Employment Income (Explain how figure Unemployment Benefits (If none, enter '0') Withdrawals from Retirement Funds (If none Severance Pay (If none, enter '0') Social Security Benefits for all family member Aid To Families W/ Dependent Children (AFDC) Child Support Received (If none, enter '0') Child Support Paid (If none, enter '0')	e, enter '0') 'S (If none, enter '0')) (If none, enter '0') gy (If none, enter '0')	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$

CIC-Parent Request

SSN:

ı

I

11/12

Section D: Certification

Student / Parent certify that all of the information provided is true and complete and accurate. Student / Parent agree to provide all documentation requested by the Office of Financial Aid. Student / Parent if you purposely giving false or misleading information you may be fined, sent to prison, or both.

Student's Signature	Date
Parent's Signature	Date

Return this form and any requested documents to:

Office of Financial Aid, Dallas Baptist University, 3000 Mountain Creek Parkway, Dallas, TX 75211-9299

SSN:

Office of Financial Aid Use Only:	Old: ISIR No	EFC
	New: ISIR No	EFC
Action taken	FAA Signature	Date
Action taken	_FAA Signature	Date
Comments		