

2011-2012 SPECIAL CONDITION APPLICATION

If you, your spouse or parent(s) have experienced a **significant decrease** in income since 2010 due to one of the conditions described on the other side of this form, you may be eligible for "Special Condition" analysis. Special Condition analysis means that your eligibility for federal financial aid will be recalculated using estimated **2011** income.

To apply for a Special Condition:

1. File a 2011-12 FAFSA with 2010 income information (NB. Processing time is 3-5 business days).
2. Complete Sections **A**, **B**, **C**, **D** and **E** below. Please write clearly.
3. Submit this form to the FAO with supportive documentation confirming the loss of income; e.g., job termination letter, statement of unemployment benefits (eg: unemployment pay history), most recent pay stub etc. Also submit signed copies of 2010 1040(s), with all W-2's and schedules.
(Copies will not be returned.)

Note: If applying after 1/1/2012, you must also submit signed copies of your **2011** 1040(s). **Additionally** if a second individual in the household (i.e. Both Student & Spouse or Both Parents) qualifies for a special condition, please provide the specifics of their situation on a separate sheet of paper following the format of sections **A**, **B** and/or **C** below (**whichever applies**).

Office Use Only

Approved

Denied

Cond. # _____

Old EFC: _____

Trans# _____

New EFC: _____

Trans#: _____

Couns. Init/Date _____

Student Name _____ **Soc. Sec.#** _____
 Last First M.

A) Are you currently employed? Yes, full time Yes, part time No, not Employed

B) Review the fourteen "Special Conditions" described on the back of this form. Indicate which condition applies to you:

- 1.** Student **2.** Parent of Dependent Student **3.** Spouse of Independent Student Loss of 2010 full-time employment

If you qualify under condition(s) **1**, **2**, or **3**, fill out the following employment information; otherwise go to **Section C**.

Name of 2010 Employer: _____

Reason for job termination: _____

Date of job termination (mo/yr): _____ / _____

Number of weeks worked in 2010 _____ Hours per week worked in 2010 _____

C) **Conditions 4-14.** (See list on other side.) Specify condition # _____ and date of event (mo/yr): _____ / _____

D) Expected 2011 income: (include all income received and expected during the period **1/1/11 - 12/31/11**)

Parents' Estimated 2011 Income 1/1/11 - 12/31/11

Father's Earnings \$ _____
 Mother's Earnings \$ _____
 Total Unemployment Benefits \$ _____
 Other Taxable Income \$ _____
 Total untaxed income:
 Specify: _____ \$ _____

Student's Estimated 2011 Income 1/1/11 - 12/31/11

Student's Earnings \$ _____
 Spouse's Earnings \$ _____
 Total Unemployment Benefits \$ _____
 Other Taxable Income \$ _____
 Total untaxed income:
 Specify: _____ \$ _____

E) I/We certify that the above information is complete and accurate. I/We understand that should the estimated income change during 2011, I/We must notify the financial Aid office as soon as possible.

Signature of person(s) reporting:

Parent's Signature

Date

Student's Signature

Date

**SPECIAL
CONDITIONS**

STUDENT

PARENT

	<p>1) The student worked full-time (at least <u>35 hours a week</u>) for at least <u>30 weeks</u> in 2010 but is not working full-time now. (Does not apply to the student's spouse.)</p> <p>3) The student's spouse worked full-time (at least <u>35 hours a week</u>) for at least <u>30 weeks</u> in 2010 but has lost his or her job for at least <u>10 weeks</u> in 2010 and is still unemployed.</p> <p>5) Either you or your spouse is a certified Dislocated Worker.</p>	<p>2) One of the student's parents (or a stepparent) worked full-time (at least <u>35 hours a week</u>) for at least <u>30 weeks</u> in 2010 but has lost his or her job for at least <u>10 weeks</u> in 2011 and is still unemployed.</p> <p>4) One of your parents is a certified Dislocated Worker.</p>
<p>Loss of Earnings due to Disability or Natural Disaster</p>	<p>6) The student (or spouse) earned money in 2010 but has not been able to earn money in the usual way for at least <u>10 weeks</u> in 2011. This must have been because of either a disability or a natural disaster that happened in 2010 or 2011.</p>	<p>7) One of the student's parents earned money in 2010 but has not been able to earn money in his or her usual way for a least <u>10 weeks</u> in 2010. This must have been because of either a disability or a natural disaster that happened in 2010 or 2011.</p>
<p>Loss of Untaxed Income or Benefit</p>	<p>8) The student (or spouse) received unemployment compensation or some form of untaxed income or benefit in 2010 but has completely lost that income or benefit for at least <u>10 weeks</u> in 2011. The untaxed income or benefit must have been paid by a public or private agency, a company, or a person due to a court order.</p>	<p>9) One of the student's parents received unemployment compensation or some form of untaxed income or benefit in 2010 but has completely lost that income or benefit for at least <u>10 weeks</u> in 2011. The untaxed income or benefit must have been paid by a public or private agency, a company, or a person due to a court order.</p>
<p>Separation or Divorce</p>	<p>10) The student has already applied for Federal student aid but has separated or been widowed or divorced since that time.</p>	<p>11) The student has already applied for Federal student aid, but his or her parents have since separated or divorced.</p>
<p>Death</p>	<p>12) The student has already applied for Federal student aid as a dependent student, but since that time the student's last surviving parent has died.</p>	<p>13) The student has already applied for Federal student aid, but since that time one of the student's parents has died.</p>
<p>Other Circumstances</p>	<p>14) Please attach a typed detailed explanation of your situation. Include specifics and dates, and submit supporting documentation.</p>	

Parent/Student Comments:

Parent's Signature

Date

Student's Signature

Date