

Parent Special Circumstances

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Student Special Circumstances

Monday- Friday 8:00 AM- 4:30 PM

<http://www.southernct.edu>

INSTRUCTIONS: According to federal laws and regulations, a family’s 2008 income is used to assess financial need for the 2009-2010 school year. If a family’s 2009 income has been reduced due to special circumstances, a financial aid administrator may be able to use the 2009 income to assess financial need. Please provide information regarding your reduction in income by completing this form.

Student Name: _____	Student ID #: _____
Address: _____	
City: _____	State: _____ Zip Code: _____

1. Indicate the reason(s) for your reduction in income, complete all required sections on page 2, and attach any required documentation.
2. Write a brief summary of your special circumstances on page 3 and complete the signature requirements.

Please indicate the reason for change in income.
Mark all that apply and **attach the required documentation.**

Loss of income from work. Period of unemployment from _____ to _____

- Layoff. Provide a letter from employer stating effective date and anticipated return.
- Plant Closing. Provide a letter from employer stating effective date.
- Termination. Provide a letter from employer stating effective date. If this is not available, provide documentation from local unemployment office.
- Disability. Date of disability (mm/dd/yy) _____. Attach documentation of disability.
- Other. Please specify and provide appropriate documentation: _____

Loss of taxable income. Complete section A on page 2.

- Alimony. Provide court document(s) stating termination date of benefit.
- Unemployment. Provide a letter or court document stating termination date of benefits.
- Other. Please specify and provide appropriate documentation.

Loss of untaxed income. Complete section A on page 2.

- Social Security. Provide Social Security Administration notification of termination of Benefit.
- Child Support. Provide a letter or court document stating termination date of benefits.
- Worker’s compensation. Provide a letter from Bureau of Worker’s Compensation stating termination date of benefit.
- Other. Please specify and Provide appropriate documentation: _____

___ **Divorce.** Since applying for financial aid, you have become divorced. Date of divorce: _____ . Give only your information when completing section A on page 2. Attach a copy of the divorce decree. Also, attach a signed copy of your 2008 Federal Tax Return and your 2008 W-2 form(s).

___ **Separation.** Since applying for financial aid, you have become separated. Date of separation: _____ . Current address of spouse: _____ . Give only your information when completing section A on page 2. Submit documentation of your separation from the court or attorney. Attach a signed copy of your 2008 Federal Tax Return and your 2008 W-2 form(s).

___ **Other unusual expenses paid.**

___ Medical or dental expenses. You have paid medical or dental expenses for the 2008 calendar year that are not covered by insurance and these expenses exceed 10% of your total income. Provide a copy of Schedule A of 2008 Federal Tax Returns or copies of canceled checks for the 2008 and confirmation of total amount paid by insurance in 2008.

A. Report all income you have actually received from January 1, 2009 through today. Then estimate all income you expect to receive through December 31, 2009. **YOU MUST ATTACH DOCUMENTATION OF ALL INCOME.** Documentation could include recent pay stubs with year-to-date earnings, W-2 forms, a letter from an employer stating your total earnings, an estimate of future income, etc.

INCOME FOR JANUARY 1, 2009 TO DECEMBER 31, 2010	ACTUAL 1-1-09 to Present	ESTIMATED Present to 12-31-09	TOTAL ACTUAL PLUS ESTIMATED
Expected '09 income earned from work (wages, salaries, tips, net business/farm income). Please circle one of the following: Father Mother Self Spouse	\$	\$	\$
Expected Parent taxable income (dividends, interest, pensions, annuities, alimony, unemployment compensation, capital gains, etc.) SOURCE:	\$	\$	\$
Expected Student/Spouse taxable income (dividends, interest, pensions, annuities, alimony, unemployment compensation, capital gains, etc.) SOURCE:	\$	\$	\$
Social Security benefits	\$	\$	\$
Temporary Assistance for Needy Families (TANF)	\$	\$	\$
Child Support received	\$	\$	\$
Other untaxed income (earned income credit, welfare benefits, workers comp, payments to IRA/Keogh, etc.) SOURCE:	\$	\$	\$
Total income for 2009	\$	\$	\$

