

Office of Financial Aid and Scholarships

Parent Special Circumstances

Phone: (203) 392-5222

Fax: (203) 392-5229

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 2010 income is used to assess financial need for the 2011-2012 school year. If a family's 2011 income has been reduced due to special circumstances, a financial aid administrator may be able to use the 2011 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.
3. Please indicate the reason for change in income. Check all boxes that apply and **attach the required documentation.**
4. Submit 2011-2012 Verification Worksheet
5. Submit signed copy of the 2010 Federal Tax Return including the W-2 form(s).

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 2010 Federal Tax Return and your 2010 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 2010 Federal Tax Return and your 2010 W-2 form(s).

A. Report all income you have actually received from January 1, 2011 through today. Then estimate all income you expect to receive through December 31, 2011. **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, 2011 TO DECEMBER 31, 2011	ACTUAL 1-1-11 to Present	ESTIMATED Present to 12-31-11	TOTAL ACTUAL PLUS ESTIMATED
Expected '11 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 2011	\$	\$	\$

