

2011-2012 SPECIAL CONDITIONS FORM

Print Student's Name: _____ Student ID #: _____

The Special Conditions Form can be used if families have experienced special circumstances that occur after 01/01/2011 which merit recalculating your financial aid eligibility based on your projected annual 2011 income rather than the federally required 2010 income. Before your request can be considered, your 2011/2012 Free Application for Federal Student Aid (FAFSA) must be on file with Stevenson University. All required documents must be submitted prior to the review. **Also, if selected, federal verification process must be finalized.**

SPECIAL CIRCUMSTANCE (Please check one)	REASONS FOR CONSIDERATION	REQUIRED DOUCMENATION ALL DOCUMENTS MUST BE SIGNED
_____ Loss of Employment (Minimum 20% reduction of 2011 income)	<ul style="list-style-type: none"> • Termination/layoff from job • Significant reduction in work hours • Retirement • Return to school 	<ul style="list-style-type: none"> ✓ Written statement detailing the specifics of your circumstances ✓ Your/Spouse's 2010 Federal Tax Return; if dependent your parent's 2010 Federal Tax Returns ✓ 2011/2012 Verification Worksheet (Stevenson.edu/finaid) ✓ All W-2 forms for parent(s) / student / spouse ✓ Last pay stub from all employers showing year-to-date earnings ✓ Termination notice from employer or letter of resignation ✓ Benefit statement from Unemployment Administration showing monthly benefit or denial of benefits
_____ Loss of Untaxed Income	Loss of: <ul style="list-style-type: none"> • Social Security (only if reported on 2010 tax return) • Combat pay • Child Support • Alimony • Disability Payment • Worker's Compensation • Other untaxed income 	<ul style="list-style-type: none"> ✓ Written statement detailing the specifics of your circumstances ✓ Your/Spouse's 2010 Federal Tax Return; if dependent your parent's 2010 Federal Tax Returns ✓ 2011/2012 Verification Worksheet (Stevenson.edu/finaid) ✓ All W-2 forms for parent(s) / student / spouse ✓ Documentation of termination of benefits from benefit provider and date of change (i.e. letter form Social Security Administration or Department of Social Services, divorce decree, court order, DD-214, etc.)
_____ Separation or Divorce during the 2011 calendar year	Parent (if dependent) or spouse (if independent) no longer residing in household due to separation or divorce AFTER the FAFSA has been filed.	<ul style="list-style-type: none"> ✓ Written statement detailing the specifics of your circumstances ✓ Your/Spouse's 2010 Federal Tax Return; if dependent your parent's 2010 Federal Tax Returns ✓ 2011/2012 Verification Worksheet (Stevenson.edu/finaid) ✓ All W-2 forms for parent(s) / student / spouse ✓ Copy of legal separation agreement, divorce decree, or signed letter from a Third party Professional (attorney, clergy, counselor, etc.) on letterhead stating date of separation
_____ Death of Parent or Spouse	Parent (if dependent) or spouse (if independent) passes away AFTER the FAFSA has been filed.	<ul style="list-style-type: none"> ✓ Written statement detailing the specifics of your circumstances ✓ Your/Spouse's 2010 Federal Tax Return; if dependent your parent's 2010 Federal Tax Returns ✓ 2011/2012 Verification Worksheet (Stevenson.edu/finaid) ✓ All W-2 forms for parent(s) / student / spouse ✓ Copy of death certificate
_____ Permanent and total disability	Parent (if dependent), student or spouse (if independent) suffered permanent and total disability.	<ul style="list-style-type: none"> ✓ Written statement detailing the specifics of your circumstances ✓ Your/Spouse's 2010 Federal Tax Return; if dependent your parent's 2010 Federal Tax Returns ✓ 2011/2012 Verification Worksheet (Stevenson.edu/finaid) ✓ All W-2 forms for parent(s) / student / spouse ✓ Signed letter from a physician stating the extent and duration of disability (stamped signature not acceptable) ✓ Last pay stub from all employers showing year-to-date earnings ✓ Disability benefit statement from Social Security Administration

STATEMENT OF CERTIFICATION

All of the information on this form is true and complete to the best of my knowledge. If requested, I agree to provide further documentation to substantiate the information provided. I understand all special circumstances are reviewed on a case-by-case basis and this written request does not guarantee approval and may not ultimately result in actual change of the financial aid already offered. All persons proving information must sign this below.

Student's Signature _____ Student ID # _____ Date _____

Spouse's Signature _____ Date _____

Parent's Signature (if student is dependent) _____ Date _____

HAVE YOU PROVIDED ALL OF THE FOLLOWING?

- _____ Written Detailed Statement of Circumstances
- _____ Tax Returns & W-2 Statements
- _____ All Required Documentation as Indicated
- _____ Verification Worksheet
- _____ Student's Name and Student ID on ALL Forms
- _____ Appropriate Signatures on ALL Forms

FINANCIAL AID OFFICE USE ONLY

SOURCE OF INCOME: List Projected Annual Income:	FATHER / STEPFATHER	MOTHER / STEPMOTHER	STUDENT	STUDENT'S SPOUSE
Wages, salaries, tips (include Severance Pay)	\$	\$	\$	\$
Pensions and Annuities	\$	\$	\$	\$
Interest and/or Dividend Income	\$	\$	\$	\$
Business or Farm Income	\$	\$	\$	\$
Unemployment Compensation	\$	\$	\$	\$
Alimony	\$	\$	\$	\$
Social Security / SSI Benefits	\$	\$	\$	\$
Workers Compensation	\$	\$	\$	\$
Disability Benefits	\$	\$	\$	\$
Retirement Benefits	\$	\$	\$	\$
Child Support	\$	\$	\$	\$
Welfare Benefits / TANF	\$	\$	\$	\$
Other: In Kind Support (expenses paid by others on your behalf)	\$	\$	\$	\$
Total of All Income:				

