



DEPENDENT STUDENT SPECIAL CIRCUMSTANCES APPEAL INSTRUCTIONS AND FORM

Academic Year 2011–2012

You may complete the Special Circumstances Appeal form if you are an dependent student whose current financial situation is not accurately reflected by 2010 tax information. Your family's 2010 income is used to assess your financial need for the 2011–2012 school year, in accordance with federal laws and regulations. If your family's income is lower due to special circumstances, a financial aid administrator may be able to use estimated 2011 income to calculate financial need. This financial situation may be due to loss of a job, separation or divorce, death, disability, unusual medical expenses, or other circumstances.

If you have not already done so, you must first apply for federal financial aid by completing the 2011–2012 Free Application for Federal Student Aid (FAFSA) with 2010 tax information. After submitting the FAFSA, please provide information regarding your reduction in income by completing this form. Your appeal is complete only when you attach the documentation that validates your special circumstances. No action will be taken until all of the documentation appropriate to your circumstance is submitted to the Office of Student Finance.

Documentation is essential. You and/or your family must submit all of the following:

- A personal statement with a parental signature that explains their situation
- Your parents' 2010 federal tax form 1040, 1040A, 1040EZ, including all pages, schedules, and W-2s
- Your 2010 federal tax form 1040, 1040A, 1040EZ, including all pages, schedules, and W-2s
- Sections 1, 2, 3, and 4 of the Special Circumstances Appeal form (attached) completed correctly

Appeal categories:

In addition, select the category from the following list that most closely describes your 2011–2012 special circumstance. Read the description carefully and attach all of the documentation requested under that category.

CATEGORY: Loss or reduction of employment, loss of military employment or benefits

Your parent earned money in 2010 and has had an income reduction (loss of overtime will not be considered), or have lost employment for at least 8 weeks in 2011 that has resulted in a reduction of income. Eight (8) weeks must have passed prior to submission of this appeal for either circumstance.

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- Provide copies of written verification from a former employer(s) that indicates start and end date of employment or reduction of hours. Former employers should document dates **and** amounts received for earnings, severance pay, vacation, and retirement payout. You may provide us with a copy of your last pay stub received which should detail your year-to-date earnings, severance, etc.; **and**
- a written statement from your (or your spouse's) current or future employer(s) that indicates your expected gross earnings for the calendar year 2011. Year 2011 earnings must be documented with a letter from your employer projecting earnings or with copies of your two most recent pay stubs; **and**
- eligibility forms that indicate dates and amount of unemployment benefits, such as unemployment compensation you are or will be receiving. We need a copy of your initial eligibility determination letter from the unemployment compensation office.

CATEGORY: Separation, divorce, or death

You have already filed your annual Free Application for Federal Student Aid (FAFSA) and since that time, your parents have separated or divorced, or a parent has died.

- Provide legal separation papers or divorce decree; **or**
- evidence of separate living accommodations if no legal separation exists; **or**
- a death certificate and documentation of year-to-date earnings for deceased spouse.

CATEGORY: Loss of taxed/untaxed income or benefit

Your parent received unemployment compensation or another taxed or untaxed income or benefit in 2009, and has completely lost that income or benefit for at least 8 weeks in the calendar year 2011. Eight (8) weeks without compensation must have passed prior to your submission of this appeal. The untaxed income or benefit must be from a public or private agency, a company, or from a person due to court order. (Do not include loss of educational veterans benefits.) Income and benefits may include: Social Security benefits, Supplemental Security Income (SSI), child support, untaxed retirement or disability benefits, welfare benefits, and Washington State L& I.

- Provide copies of all contracts, agency notices, or legal papers that indicate the date your (or your spouse's) taxed/untaxed income or benefit was terminated, what amount of income came from that source, and how that income was used.

CATEGORY: Loss of one-time income

Your parent received one-time income in 2010 that will not occur in 2011 (e.g., rollover into a Roth IRA, moving expense allowance, back-year Social Security payments, or a divorce settlement). Special circumstance consideration will not be given if this one-time income is a result of an inheritance, job bonus or overtime compensation, gambling winnings, pension, capital gain, insurance settlements, or early distributions of retirement accounts.

- Provide copies of all contracts, agency notices, or legal papers that indicate the date your (or your spouse's) one-time income was terminated, what amount of income came from that source, and how that income was used.

CATEGORY: Unusual, unreimbursed medical care expenses

NOTE: Only expenses already paid directly by your parent(s) will be considered.

Unexpected/non-recurring medical expenses—Your parent(s) have paid for unusual or unexpected medical expenses for a member of your household that are not reimbursed. These expenses are over and above typical health maintenance costs due to an unexpected, extraordinary, or non-recurring emergency or incident. OSF assumes that you and your family members will have insurance coverage. Only those costs not covered by insurance or another agency may be considered. These expenses must be at least \$2,200.

- Provide copies of canceled checks that document your PAID medical expense.

Payment of insurance premiums, regular health maintenance, and routine expenses such as eyeglasses, birth control prescriptions, and elective or cosmetic procedures (e. g., orthodontic braces) are not considered unusual medical expenses and will not be considered for the special circumstances appeal.

Medical expenses for certified disabled student—If you have medical expenses due to a chronic disability, these costs may be considered in your financial aid eligibility. Disability related costs are those expenses attributable to maintaining a chronic illness or condition that is not due to an unexpected incident or emergency.

- Provide a statement from health care provider that documents the unusual condition; **and**
- receipts or canceled checks that demonstrate payment for medical treatment of this condition.

CATEGORY: Tuition expenses for private elementary or secondary education

Your parent(s) pay elementary or secondary school tuition for a member of your family during the 2011–2012 academic year. Only expenses not covered or reimbursed by another agency/source will be considered. Only tuition incurred during the 2011–2012 academic year (after August 2010) will be considered.

- Provide a copy of the school's enrollment contract that includes name(s) of your children enrolled during the 2011–2012 academic year, tuition cost, and the amount of any scholarships or grants that subsidize the tuition.

CATEGORY: Nursing home expense / Adult dependent care

Your parent(s) are paying a nursing home or an adult dependent care facility for services provided to a family member during the 2011–2012 academic year.

- Provide documentation that your family member is being cared for by a nursing home or other facility, person, or agency.
- Provide documentation of your payments; i.e. copies of cancelled checks or payment receipts from person, facility, or agency.

SPECIAL CIRCUMSTANCES APPEAL

Academic Year 2011–2012

DEPENDENT STUDENTS—Read the Special Circumstances Appeal Instructions carefully before completing this form. You must complete Sections 1, 2, 3, and 4 (back). Please return by March 15, 2012, to the Student Financial Service Center.

Note: Legitimate appeals will be accepted after that date.

SECTION 1. Student information

Name (last, first, middle initial)	Social Security Number	Date
Current mailing address (street, apartment or P.O. box number, city, state, ZIP code, country)		Phone (include area code)

List all family members included on your 2011–2012 Free Application for Federal Student Aid (FAFSA). If you need more space, you may add more family members in your personal statement.

Name	Age	Relationship to Student	Post-secondary institution s/he will attend at least <i>half time</i> from July 1, 2011 to June 30, 2012
		Self	Saint Martin’s University
		father/stepfather	
		mother/stepmother	
		sibling	
		sibling	
		sibling	

SECTION 2. Income source table

January 1 through December 31, 2011				Actual 1/1/11 - today	Estimated Today - 12/31/11	Total Actual +
1. Income earned from work by mother (wages, salary, and tips, for example)						
2. Income earned from work by father (wages, salary, and tips, for example)						
3. Income earned from work by student (wages, salary, and tips, for example)						
4. Business, farm, or rental income						
5. Interest/dividend income, specify by source and value:						
source	\$ value	source	\$ value			
6. Unemployment compensation						
7. Capital gains						
8. Spousal maintenance						
9. Child support						
10. Welfare benefits (such as AFDC or TANF)						
11. Veterans benefits						
12. Social Security benefits (including SSI)						
13. Workers’ compensation						
14. Short-term or long-term disability benefits						
15. Severance pay						
16. Withdrawal from retirement account						
17. Other (e.g., pension, annuity, rental income, housing allowance, bonuses)						

SECTION 3: FAFSA Additional Information tables, calendar year 2010

Items to review. We need these items to be reviewed if your family reported dollar amounts on lines 91 and 92 of your 2011-12 FAFSA. Enter a \$0 next to any item that does not apply to your parents. Please report annual amounts.

Q91. Parents' 2010 Additional Financial Information (Enter the amounts for your parent[s].)	2011-12 FAFSA	2011 Estimate
a. Education credits (American Opportunity, Hope or Lifetime Learning tax credits) from IRS Form 1040—line 49 or 1040A— 31	\$	\$
b. Child support paid because of divorce or separation or as a result of a legal requirement. Don't include support for children in your household, as reported in question 93.	\$	\$
c. Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$	\$
d. Taxable student grant and scholarship aid reported to the IRS in your adjusted gross income . Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.	\$	\$
e. Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. Do not enter untaxed combat pay.	\$	\$
f. Earnings from work under a cooperative education program offered by a college.	\$	\$

Q93. Parents' 2010 Untaxed Income (Enter the amounts for your parent[s].)	2011-12 FAFSA	2011 Estimate
a. Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H and S.	\$	\$
b. IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040—line 28 + line 32 or 1040A—line 17.	\$	\$
c. Child support received for any of your children. Don't include foster or adoption payments.	\$	\$
d. Tax exempt interest income from IRS Form 1040—line 8b or 1040A—line 8b.	\$	\$
e. Untaxed portions of IRA distributions from IRS Form 1040—lines (15a minus 15b) or 1040A—lines (11a minus 11b). Exclude rollovers. If negative, enter a zero here.	\$	\$
f. Untaxed portions of pensions from IRS Form 1040—lines (16a minus 16b) or 1040A—lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.	\$	\$
g. Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). Don't include the value of on-base military housing or the value of a basic military allowance for housing.	\$	\$
h. Veterans noneducation benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$	\$
i. Other untaxed income not reported in items 44a through 44h, such as workers' compensation, disability, etc. Also include the first-time homebuyer tax credit from IRS Form 1040—line 67 and the first \$2,400 of unemployment benefits received. Don't include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$	\$
j. Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$	\$

SECTION 4. Certification

To the best of my knowledge, the information in this appeal is true. I understand that misrepresentation of facts in connection with this appeal, whenever discovered, may be sufficient cause, in and of itself, for cancellation and repayment of financial aid. I understand that my federal tax return will be used to verify the current financial aid application information and that I will be selected for institutional verification at Saint Martin's University, in the next aid year. **WARNING:** If you use this form to establish eligibility for federal student financial aid and purposely give false or misleading information, you may be fined \$10,000, sent to prison, or both.

Student signature

Date

Parent signature

Date