

## 2009-2010 SPECIAL CIRCUMSTANCES

### Directions

You may only request special consideration to your financial aid eligibility based on changes in your or your parent's circumstances that have reduced their ability to contribute financial support for your educational costs with a noted decrease of \$1,000 or more. Submitting this request does not guarantee approval.

Complete and submit all required documentation to Student Financial Services. Incomplete requests will be returned. Information you reported in error on your 2009-2010 Free Application for Federal Student Aid (FAFSA) will be corrected prior to evaluation of this request. These corrections may reduce your financial aid eligibility. We will make every effort to reply to your request within 2 weeks. Replies may take longer during peak processing times.

### Student Information

Student Name (Last, First, MI)-Print	Social Security Number
Address (street or P.O. Box, apt. #, city, state, zip code)	Phone Number

### Reason for Special Circumstance (check one):

Significant reduction in income from 2008 to 2009 (select one):			
	Loss of employment*	\$	Complete page two with yearly totals
	Loss of taxed or untaxed income or benefits*	\$	Complete page two with yearly totals
	One-time income	\$	Complete page two with yearly totals
	Separation, divorce, or death	\$	Complete page two with yearly totals
	Paid Medical care expenses	\$	Complete page two with yearly totals

\*Ten weeks must have passed before submitting this appeal for loss of income or benefits.

### For all requests you must submit:

- A signed copy of you and your parents 2008 tax form and 2008 W-2's
- Verification worksheet; Parent/Student Income Certification form
- A written and signed personal statement from you or/and your parents explaining their situation
- PLUS Submit the documentation required for your reason for appeal

### 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 cancellations and repayments 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 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

Name \_\_\_\_\_

**PROJECTED INCOME FOR 2009**

 You must provide additional documentation that supports the estimates below. Report gross income for each month that has passed and estimate income for the remaining months of 2009. Round all figures to the nearest dollar and do not leave box blank. If there is no income for a category, write in "0".

Month	Father's Earnings	Mother's Earnings	Student's Earnings	Spouse's Earnings	TANF AFDC	Child Support	Social Security	Other Taxable	Other Nontaxable	Total
JAN										
FEB										
MAR										
APR										
MAY										
JUN										
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
									Grand Total	

**\*\*\*\*\*FINANCIAL AID OFFICE USE ONLY\*\*\*\*\***

Decision:    \_\_\_Approved\_\_\_Denied

 Action: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name/Title: \_\_\_\_\_

Name: \_\_\_\_\_

## REQUIRED DOCUMENTATION

### Loss of Employment:

- Copy of notice of separation from the employer showing employment status, date of termination, or hours reduced, year to date gross earnings, and whether severance benefits were received and if so how much
- A statement from your current/future employer, if any, reporting expected estimated earnings for the rest of 2009
- Documents, including letters from all former employers, which show amounts and dates, related to unemployment compensation, severance pay, vacation payout or retirement benefits, such as check stubs, termination papers or contracts
- Complete Projected Income for 2009

### Loss of Taxed or Untaxed Income or Benefit:

- Copies of the termination notice from the granting agency/company, court order, or document from caseworker
- Complete Projected income for 2009

### One-Time Income:

- A copy of documentation from an employer, the court, or social security agency to support your written statement
- If rollover into a Roth IRA, a statement from the investment company that indicates the amount converted to a Roth IRA

### Separation, Divorce, or Death:

- A photocopy of death certificate/obituary in case of death of a parent
- A copy of legal separation papers or divorce decree
- If no legal separation exists, provide evidence of separate living accommodations such as driver's licenses, rental/lease agreements, mortgage papers, voter registration cards, or copies of utility bills for separate residences
- Complete Projected income for 2009

### Medical Care Expenses:

- Expenses must be at least \$1000 or 7.5% of your adjusted gross income, whichever is less
- A statement from physician that documents an unusual medical condition or disability
- Copies of receipts or canceled checks must accompany billing statements for all appropriate bills
- Billing statements must clearly indicate portions that have been paid by your insurance or other agency
- We will only consider expenses already paid directly by you or your parents
- Unusual or unexpected medical expenses must be over and above typical health maintenance cost due to an unexpected, extraordinary, on non-recurring emergency or incident
- We assume that you will have medical coverage and only those costs not covered by insurance or other agencies will be considered

**myClackamas, the *Smart* place to go for all your financial aid questions · [www.clackamas.edu](http://www.clackamas.edu)**

Student Financial Services Office · 19600 Molalla Avenue Oregon City OR 97045

Fax 503-722-5864 · [finaid@clackamas.edu](mailto:finaid@clackamas.edu)