



## INSTRUCTIONS FOR COMPLETION

- Complete only the sections that apply to your situation and provide all required documentation.
- Provide all requested signatures. Write student's name and social security number across the top of all documents.
- If additional information is required, you will be notified promptly.

To assure a more realistic income adjustment for those who have lost employment, please wait until **July 1** to submit a request for special circumstances under criteria A and B.

## Explanation of Circumstances and Additional Required Documents

**A) Parental loss of employment for more than 10 consecutive weeks in 2007. This must be a complete loss of employment.**

**Check only one box that corresponds to your situation and provide the documentation listed whenever applicable.**

- Termination or cessation of employment for \_\_\_\_\_ weeks in 2007

**Required documentation of termination or cessation of employment:**

- Employer's notice and/or written documentation of termination/cessation
- Copy of most recent pay stub/s or statement of earnings to date for all 2007 employment of both parents
- Notice of application for unemployment compensation and amount received
- Documentation of all other sources of parent income (taxable and non-taxable)
- Attending Doctor's statement of disability
- Notification of Worker's Compensation
- Documentation of employer disability payments

- Disability or natural disaster; unable to earn money for \_\_\_\_\_ weeks in 2007

**Required documentation of disability or natural disaster:**

- Attending doctor's statement of disability
- Documentation of date disability or natural disaster resulted in termination of employment
- Documentation of employer disability payments
- Notification of workers' compensation
- Documentation of Official Declaration of Natural Disaster status

**B) Parental total loss of untaxed income or benefit for more than 10 consecutive weeks in 2007**

This must be a complete loss of the benefit. The untaxed income or benefit must have been from a public or private agency, company, or person because of a court order. Do not include Veterans' educational benefits.

**Check only one box that corresponds to your situation and provide the documentation listed whenever applicable.**

- Loss of unemployment compensation for \_\_\_\_\_ weeks in 2007

**Required documentation of loss of unemployment compensation:**

- Notice of application for unemployment compensation and amount received
- Copy of most recent pay stub/s or statement of earnings to date for all 2007 employment of both parents
- Documentation of all other sources of parent income (taxable and non-taxable)

- Loss of Social Security benefits for \_\_\_\_\_ weeks in 2007

**Required documentation of loss of social security benefits:**

- Benefit provider's notification to you of loss of benefit
- Copy of most recent pay stub/s or statement of earnings to date for all 2007 employment of both parents
- Documentation of all other sources of parent income (taxable and non-taxable)

- Loss of Disability benefits for \_\_\_\_\_ weeks in 2007

**Required documentation of loss of disability benefits:**

- Employer's notice and/or written documentation of termination/cessation
- Benefit provider's notification to you of loss of benefit
- Copy of most recent pay stub/s or statement of earnings to date for all 2007 employment of both parents
- Documentation of all other sources of parent income (taxable and non-taxable)

Student's Name \_\_\_\_\_  
Last First MI

Student's I.D. # \_\_\_\_\_

Loss of Welfare benefits for \_\_\_\_\_ weeks in 2007

**Required documentation for loss of welfare:**

- Benefit provider's notification to you of loss of benefit
- Copy of most recent pay stub/s or statement of earnings to date for all 2007 employment of both parents
- Documentation of all other sources of parent income (taxable and non-taxable)

Loss of Court Ordered Child Support for \_\_\_\_\_ weeks in 2007

**Required documentation for loss of court ordered child support:**

- Court documents verifying loss and date/conditions of loss
- Copy of most recent pay stub/s or statement of earnings to date for all 2007 employment of both parents
- Documentation of all other sources of parent income (taxable and non-taxable)

Other \_\_\_\_\_ for \_\_\_\_\_ weeks in 2007.

**C) You have already filed your Free Application for Federal Student Aid (FAFSA or Renewal FAFSA) and, since that time, your parents have separated or divorced.**

Please provide the date your parents separated or divorced \_\_\_\_\_  
MM/DD/YY

**Required documentation:**

- Court documented separation agreement **or**
- Divorce decree/settlement

**D) You have already filed your Free Application for Federal Student Aid (FAFSA or Renewal FAFSA) and, since that time, one of your parents has died.**

Please provide the date your parent died \_\_\_\_\_  
MM/DD/YY

**Required documentation:**

- Copy of parent's death certificate **or**
- Copy of obituary

<b>Signatures</b>
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**Certification Statement**

All of the information contained in this application is true to the best of my knowledge. I understand that providing intentionally false or misleading information in an attempt to obtain federal financial aid can result in a fine of up to \$10,000 and/or incarceration.

**I understand that failure to provide the required documentation may result in the denial of this application.**

Print Student's Name	Student's signature	Date
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Print Father's Name	Father's signature	Date
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Print Mother's Name	Mother's signature	Date
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