

Student's Name _____ Student's I.D. # _____
Last First MI

Instructions for Completion

- **Complete only the sections that apply to your situation and provide all required documentation.**
- **Provide all required 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 condition under criteria A, B, C, and D.

EXPLANATION OF CIRCUMSTANCES AND ADDITIONAL REQUIRED DOCUMENTS

A) You were employed full-time (at least 35 hours per week) for at least 30 weeks in 2008, but you are not working full-time now.

Number of weeks worked full-time in 2008 _____
Number of hours worked per week in 2008 _____

Required documentation (provide whenever applicable):

- Notice of termination/cessation from employer
- Notice of reduction of hours to less than full-time
- Employer statement of number of hours worked per week in 2008
- Copies of pay stubs or employer statements of 2008 earnings for student and spouse
- Notice of application for unemployment compensation and amount received
- Documentation on all other sources of student and spouse income (taxable and non-taxable)
- Notification of Worker's Compensation
- Documentation of employer disability payments

B) Your spouse, who worked full-time (at least 35 hours per week) for at least 30 weeks in 2008, lost his/her employment for at least 10 consecutive weeks in 2007 and is not working full-time now.

Number of weeks your spouse has been employed in 2008 _____

Required documentation (provide whenever applicable):

- Notice of termination/cessation from employer
- Notice of reduction of hours to less than full-time
- Employer statement of number of hours worked per week in 2008
- Documentation of spouse's loss of employment
- Copies of most recent pay stubs or statement of your spouse's earnings to date
- Notice of application for unemployment compensation and amount received
- Documentation of all other sources of your and your spouse's income (taxable and non-taxable)
- Notification of Worker's Compensation
- Documentation of employer disability payments

C) You or your spouse lost employment due to disability or natural disaster for more than 10 consecutive weeks in 2008. This must be a complete loss of employment.

Number of weeks you were unable to earn money in 2008 _____

Required documentation:

- 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 worker's compensation
- Documentation of Official Declaration of Natural Disaster status
- Copies of most recent pay stubs or statement of your and your spouse's earnings to date
- Notice of application for unemployment compensation and amount received
- Documentation on all other sources of your and your spouse's income (taxable and non-taxable)

Student's Name _____

Student's I.D. # _____

D) You or your spouse suffered a total loss of an untaxed income or benefit for more than 10 consecutive weeks in 2008. Check only one box that corresponds to your situation and provide the documentation listed whenever applicable:

- Loss of unemployment compensation for _____ weeks in 2008
Required documentation of loss of unemployment compensation benefits:
 - Notice of application for unemployment compensation and amount received
 - Copies of most recent pay stubs or statements of your and your spouse's 2008 earnings to date
 - Documentation of all other sources of your and your spouse's income (taxable and non-taxable)

- Loss of Social Security benefits for _____ weeks in 2008
Required documentation of loss of social security benefits
 - Benefit provider's notification to you of loss of benefit
 - Copies of most recent pay stubs or statements of your and your spouse's 2008 earnings to date
 - Documentation of all other sources of your and your spouse's income (taxable and non-taxable)

- Loss of Disability benefits for _____ weeks in 2008
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
 - Copies of most recent pay stubs or statements of your and your spouse's 2008 earnings to date
 - Documentation of all other sources of your and your spouse's income (taxable and non-taxable)

- Loss of Welfare benefits for _____ weeks in 2008
Required documentation of loss of welfare:
 - Benefit provider's notification to your of loss of benefit
 - Copies of most recent pay stubs or statement of your and your spouse's 2008 earnings to date
 - Documentation of all other sources of your and your spouse's income (taxable and non-taxable)

- Loss of Court Ordered Child Support for _____ weeks in 2008
Required documentation of loss of court ordered child support:
 - Court documents verifying loss and date/conditions of loss
 - Copies of most recent pay stubs or statements of your and your spouse's 2008 earnings to date
 - Documentation of all other sources of your and your spouse's income (taxable and non-taxable)

- Other _____ for _____ weeks in 2008

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

Please provide the date you separated or divorced (month/day/year): _____

Required documentation:

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

F) You have already filed your Free Application for Federal Student Aid (FAFSA or Renewal FAFSA) and, since that time, you spouse has died.

Please provide the date your spouse died (month/day/year): _____

Required documentation:

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

CERTIFICATION OF STATEMENT AND SIGNATURES

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 a denial of this application.**

Print Student's name

Student's signature

Date

Print Spouse's name

Spouse's signature

Date

