REQUEST FOR CONSIDERATION OF SPECIAL CIRCUMSTANCES
2008-2009 Award Year

Students and their families often experience unforeseen circumstances and/or expenses during an academic year. If you have encountered a significant reduction of income (since 2007), you may fill out this form to determine if you are eligible for any additional federal aid. To help us make this determination, please submit clear explanations and reasonable documentation.

1. Briefly describe your circumstances below:

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

2. Please check the box that applies to your situation:

☐ Unemployment or change in employment
   ( ) Student/ Spouse   ( ) Mother/Father
   Date of occurrence:________________________________________
   Submit last cumulative pay stub, a letter from the employer (termination, lay off, etc.), and approval of unemployment benefits letter.

☐ Divorce/Seperation—Provide earlier date
   Date of occurrence:________________________________________
   Submit a copy of a divorce decree or separation papers. If legal action has not been started, please provide documentation of separate residences (current utility bills from each household).

☐ Death of parent(if dependent) or spouse
   Date of occurrence:________________________________________
   Submit a copy of death certificate.

☐ Disability of student, spouse, or parent
   Date of occurrence:________________________________________
   Submit a letter from your physician, approval notice from worker’s compensation, or approval notice from disability compensation.


4. Sign this Certification: All of the information on this form and attached documentation is true and complete to the best of my knowledge. **Failure to submit all required documentation will result in the return of the request.**

Student:_________________________________________ Spouse:_________________________________________
Parent:_________________________________________ Date:_________________________________________

PLEASE BRING THIS COMPLETED FORM TO OUR FINANCIAL AID OFFICE AFTER JULY 1, 2008 ALONG WITH A COPY OF YOUR 2007 TAX FORM AND ANY OF THE ABOVE DOCUMENTS REQUESTED.
ANY REQUEST AFTER NOVEMBER 1ST, MUST BE SUBMITTED WITH A 2008 TAX FORM.