



# 2011-2012 SPECIAL CIRCUMSTANCES REQUEST

Office of Financial Aid  
 Volunteer State Community College  
 1480 Nashville Pike  
 Gallatin, TN 37066  
 (615) 230-3456 -- FAX (615) 230-3487

Name of Student \_\_\_\_\_ V Number \_\_\_\_\_

Telephone: Home (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

This form is for reporting income differences not considered on the FAFSA. Requests will be processed when the Financial Aid Office receives ALL REQUIRED DOCUMENTATION including the 2011-2012 FAFSA results Verification of FAFSA information originally reported is required. After all documents have reviewed, "if" you meet the recalculation requirements, adjustments will be made to your FAFSA. Results from adjustments made to your FAFSA, do not guarantee an increase in financial aid funds. Please allow additional processing time for this process.

This request provides an opportunity to document those special circumstances that significantly and negatively affect your ability to contribute to you cost of a college education. It is important to complete all items on this form accurately and to provide all required documentation to process this request. \*If you are a dependent student, it will be necessary for you to provide income information for both yourself and your parents.

## 2011 Loss of Employment/Reduction in Income:

Please check the family member(s) that experienced the special circumstance:

- Father/Stepfather  Mother/Stepmother  Student  Student's Spouse

Check all that apply	Reason	Required Documentation for Each Reason
<input type="checkbox"/>	Loss of Employment	<ul style="list-style-type: none"> <li>✓ Your last pay check stub which shows your 2011 year-to-date earnings.</li> <li>✓ Statement from the employment security which shows the date that your unemployment benefits began and the amount you receive.</li> <li>✓ 2010 signed Federal Tax Return and 2010 W-2s</li> </ul>
<input type="checkbox"/>	Reduction in Income (Reduction of wages)	<ul style="list-style-type: none"> <li>✓ Your last pay check stub which shows your 2011 year-to-date earnings.</li> <li>✓ 2010 signed Federal Tax Return and 2010 W-2s</li> </ul>
<input type="checkbox"/>	Loss of Unemployment Compensation	<ul style="list-style-type: none"> <li>✓ An official statement indicating terminations of unemployment compensation.</li> <li>✓ 2010 signed Federal Tax Return and 2010 W-2s</li> </ul>
<input type="checkbox"/>	Reduction of Untaxed Income and/or Benefits	<ul style="list-style-type: none"> <li>✓ A copy of the letter from the agency that provided benefits detailing reduction or termination of benefits.</li> <li>✓ Copy of benefits summaries (e.g. SSI, workers compensation, child support, etc.)</li> <li>✓ For loss of child support, submit a copy of the divorce decree or court documents detailing the termination.</li> <li>✓ 2010 signed Federal Tax Return and 2010 W-2s</li> </ul>
<input type="checkbox"/>	Reduction of Income Due to Separation, Divorce or Retirement (Only if you have done so since you filed the 2011-2012 FAFSA)	<ul style="list-style-type: none"> <li>✓ Divorce – copy of divorce decree</li> <li>✓ Separation – copy of legal separation document or a signed statement from your attorney showing the date of separation.</li> <li>✓ Retirement – an official statement on letterhead from prior employer stating the full name of the retired person, the date the retirement took effect and the amount of retirement benefits the person is expected to receive in 2011.</li> <li>✓ 2010 signed Federal Tax Return and 2010 W-2s</li> </ul>

<input type="checkbox"/>	Other Example: <b>paid</b> medical or dental expenses not covered by insurance, unusually high child care costs, elementary or secondary school tuition.) Specify: _____	<ul style="list-style-type: none"> <li>✓ Medical – copies of the bills and proof of personal payments not including insurance- - UNPAID MEDICAL BILL ARE NOT COUNTED</li> <li>✓ Child care costs – copy of letter from agency and amount paid</li> <li>✓ Tuition – a copy of letter from school detailing costs</li> <li>✓ 2010 signed Federal Tax Return and 2010 W-2s</li> </ul>
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**Please provide a brief explanation of what has caused the income change and any other pertinent information regarding your family's current financial situation: (COMPLETION REQUIRED)**

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**Certification**

I certify that all information provided for this request is true and complete to the best of my knowledge. I realize that if I do not provide all documentation requested, this request **will not** be processed. I further understand that if I am found to have intentionally provided false or misleading information or documentation, my appeal will be denied, and my eligibility for financial aid could be affected.

Student's Signature/Date: \_\_\_\_\_ Parent's Signature/Date: \_\_\_\_\_

**For Office Use Only**

Type of Income	From January 1, 2011 to TODAY	From Today thru December 31, 2011	Total for 2011
Father/Stepfather's Wages	\$	\$	\$
Mother/Stepmother's Wages	\$	\$	\$
Student's Wages	\$	\$	\$
Student's Spouses Wages	\$	\$	\$
Unemployment Compensation	\$	\$	\$
Other Untaxed Income: (This includes disability, child support, welfare benefits, social security, etc...) Specify: _____	\$	\$	\$
Other Taxable Income: (This includes alimony, annuities, pension, capital gains, dividends, interest) Specify: _____	\$	\$	\$

Comments: \_\_\_\_\_

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