

Enrollment and Student Financial Services

Financial Aid

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2011-2012 Y-T-D SPECIAL CIRCUMSTANCES REQUEST

Parental Income

Student Name

L# _____
Student ID Number

Student phone number

Parent phone number

Your financial aid eligibility is based on the 2011-2012 FAFSA information provided by you and your parent(s). If there has been a **significant** change in the financial information provided by your parent(s) since you filed your FAFSA, you may ask for a review of your parent(s) ability to contribute to your educational expenses. All decisions are final and are made on a case-by-case basis. Submission of this request does not guarantee a change or increase in your award(s). You will be notified by mail of the results of the review.

Requests will be reviewed on a first come-first served basis. Please allow two to four weeks for processing. To view the status and decision from the myLane homepage: Select the "myMoney" tab, and then under "Financial Aid Requirements", select "student requirements".

YOUR REQUEST WILL NOT BE REVIEWED WITHOUT DOCUMENTATION

Check the box that best matches your parent(s) circumstances:

- ☐ Loss or reduction of income: Complete page two of this form and attach documentation of all 2011 parent income, both taxed and untaxed. **Make sure their 2011 total income is less than their 2010 total income prior to submitting your request.**
- ☐ Death of a parent: Attach documentation, such as a copy of the obituary or death certificate.
- ☐ Divorce or separation of parents: Attach documentation, such as a copy of the divorce decree or a statement on letterhead from an attorney, counselor, or clergy person. Statements from family or friends will not be considered. Complete page two and provide documentation of the 2011 income for the parent who provided more than 50% of your 2011 support (housing, food, insurance, etc.).
- ☐ Excessive medical or dental expenses: Attach a copy of your parent's 2010 federal tax return with schedule A if they deducted the expenses or other proof of out-of-pocket expenses paid.
- ☐ Other unusual circumstances: Please describe in detail and attach documentation.

Report total income received year to date in 2011 for all categories. If the answer is zero, write "0." Report estimated income for the remainder of 2011.

Source/Description	Father/Stepfather		Mother/Stepmother		Required documentation
	Year to date	Estimate for remainder of year	Year to date	Estimate for remainder of year	
Wages					Last pay stub with year to date wage information
Pre-tax IRA or 401K contributions					Year to date earnings statement
Other taxable income: rents, self employment, interest, investments, alimony, etc.					Year to date records
Retirement/disability income, workman's comp, etc.					Year to date statement from agency providing the income or benefit
IRA/Pension Distribution					
Unemployment benefits					
Child support received					Year to date DHS printout
Military/clergy housing allowance					Year to date statement from provider
Untaxed IRA or SEP/SIMPLE contributions					Year to date statement
Other (list source) _____					
Child support paid					Year to date DHS printout or cancelled checks

Check all benefits received: ☐ SSI ☐ WIC ☐ Food Stamps ☐ Free/Reduced School Lunch ☐ TANF ☐ Dislocated Worker

 **ATTACH ALL REQUIRED DOCUMENTATION** 

THIS FORM WILL BE RETURNED UNPROCESSED IF DOCUMENTATION IS NOT ADEQUATE.

I certify the information given on this form is true and correct to the best of my knowledge. I understand that incorrect information may affect future financial aid funding. I give permission for the financial aid advisors to discuss this request with my parent(s).

Student Signature _____ Date _____

Parent Signature _____ Date _____