



Federal Student Aid Regulations provide the potential for re-evaluation if your financial circumstances change. The 2008 income information that you reported on your financial aid application may not be an accurate indicator of your ability to pay for educational costs. Your parents must meet one of the circumstances indicated below to qualify for re-evaluation of your financial aid eligibility.

Once you have completed all steps below, call the financial aid office to make an appointment with the director. Bring this form along with the **required supporting documentation** to the appointment. Submission of this form does not guarantee a change in your financial aid eligibility. Each case will be evaluated on an individual basis. **Note: Only one Special Circumstance Form will be accepted for an academic year.**

**Step 1 – Student Information**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First M.I.

Permanent Address \_\_\_\_\_  
Street (include apartment number) City State Zip Code

Student ID# \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Area Code

Parent's Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Area Code

**Step 2 –** Please **ATTACH** a letter of explanation with starting and ending dates of all jobs and/or benefits for 2009. Please provide supporting documentation which includes copies of court documents, W2 forms, year-to-date income statements from employer(s) income tax returns, unemployment benefit amount verification, public aid benefit amount verification, and other information as appropriate.

**Step 3 – Reason for Filing a Special Circumstance Form**

Check (✓) the circumstance that applies to your parents' situation. Required documentation to support your parents' circumstance **must be attached**.

- A. Your parent earned money in 2008, but has lost his/her full-time job for at least ten (10) weeks and is still unemployed.  
**Required Documentation:**
  - 1. Statement from all previous employer(s) your parent worked for in 2009 on company letterhead indicating:
    - Date your parent ceased employment;
    - Wages for 2009 (if employment ceased in 2009); and
  - 2. A current statement of unemployment benefits received.

if parents are separated, attach a copy of the legal separation papers, or  
if parents are now divorced, attach a copy of your parents' divorce decree.
- B. Your parent earned money in 2008, but has changed employment and is currently earning substantially less money in 2009.  
**Required Documentation:**
  - 1. Statement on company letterhead from all employers your parent worked for in 2009 indicating:
    - Dates of employment;
    - Parents' estimated earnings for 2009.
- C. Your parent received unemployment compensation, or some other taxed or untaxed income or benefit for at least ten (10) weeks in 2008, but has completely lost that income or benefit.  
**Required Documentation:**
  - 1. Statement of termination from the source of income. *Include dates he/she received the benefits. NOTE: Income and benefits include such things as: Social Security benefits, court-ordered child support, retirement or disability benefits. Don't include loss of veteran's educational benefits; and*
  - 2. A statement from the source of the income or benefit indicating the dates your parent received the income benefit and the estimated income or benefits received in 2009.
- D. Since you applied for financial aid for 2009-2010, your parents have separated or divorced.  
**Required Documentation:**
  - 1. Copy of parents' 2008 Federal 1040 tax return;
  - 2. Copy of both parents' 2008 W-2 form(s); and
- E. Since you applied for financial aid for 2009-2010, a supporting parent has died.  
**Required Documentation:**
  - 1. Copy of your parent's death certificate;
  - 2. Copy of your parents' 2008 federal 1040 tax return; and
  - 3. Copy of both parents' 2008 W-2s.
- F. Your parents received a one-time income in 2008, such as Social Security payment, inheritance, IRA, or pension distribution.  
**Required Documentation:**
  - 1. Copy of your parents' 2008 federal 1040 tax return;
  - 2. Statement from source of one-time income indicating amount; and
  - 3. Statement from your parents indicating the disposition of the funds.
- G. Your parents paid out (not owed) a large amount of medical and/or dental expenses in 2008 that exceeded 10% of their total income for 2008.  

Total medical and dental expenses paid in 2008 \$ \_\_\_\_\_

**Required Documentation:**
  - 1. Copy of your parents' 2008 federal income tax Schedule A; *or*
  - 2. Copies of medical and dental payments not covered by insurance that you have already paid. Provide proof of amount insurance paid.

**MUST COMPLETE OTHER SIDE**

**Step 4 — Your Parent's Expected 2009 Income**

(Note: If you checked items D, E, F, or G, skip Step 4 and complete Step 5.)

- |   |  |
|---|--|
| <p>1. In 2009, how much will your father earn from work? \$ _____</p> <p>2. In 2009, how much will your mother earn from work? \$ _____</p> <p>3. In 2009, what will the amount of your parents' tax deductible payments to IRA and/or Keogh be? \$ _____</p> <p>4. In 2009, how much will your parents receive in Unemployment Compensation? \$ _____</p> <p>5. In 2009, how much will your parents receive in child support? \$ _____</p> | <p>6. In 2009, how much will your parent(s) receive in Worker's Compensation? \$ _____</p> <p>7. In 2009, how much will your parent(s) receive in Social Security benefits? \$ _____</p> <p>8. In 2009, how much will your parent(s) receive in AFCD/ACD, TANF, or General Assistance? \$ _____</p> <p>9. In 2009, how much will your parents receive in other untaxed income, such as earned income credit, housing, food, and other living allowances from military, clergy, and others. (Include cash payment and cash value of benefits). \$ _____</p> |
|---|--|

**Step 5 — Household Information:**

	<u>Name</u>	<u>Relationship to Parent</u>	<u>Name of College</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

**Step 6 — Read, Sign, and Return to the John A. Logan College Financial Aid Office**

*Certification:* All of the above information on this form and the attached documentation is true and complete to the best of my knowledge. If asked by an authorized official, I agree to give additional proof of the information that I have given on this form. I realize that this proof may include a copy of a federal or state tax return. I also realize that if I do not give proof when asked, the special circumstance will not be reviewed. I understand the penalty for providing false or misleading information is a \$20,000.00 fine, a prison sentence, or both.

Parental signature \_\_\_\_\_

Date completed \_\_\_\_\_

Is your required documentation attached?  Yes  No

**For Office Use Only**

Prior year Special Circumstance: Yes \_\_\_\_ No \_\_\_\_  Special Circumstance Approved  Special Circumstance Denied

Approved  Denied Date \_\_\_\_\_

Staff Signature \_\_\_\_\_

*John A. Logan College is committed to equal access and equal opportunity for all students. Admission, financial aid, student employment, curriculum requirements, extracurricular participation, counseling, placement service, athletic programs, or any other service or program of the College, shall be provided without regard to sex, race, color, religion, age, national origin, or disability when such College activity is consistent with applicable laws and regulations. The admission and retention of, as well as services, programs, and activities for, students with identified disabilities will be in accordance with applicable laws and regulations.*