



Federal Student Aid Regulations provide the potential for re-evaluation if your financial circumstances change. The 2007 income information that you reported on your financial aid application may not be an accurate indicator of your ability to pay for educational costs. You (or your spouse) 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) _____

Step 2 – Please **ATTACH** a letter of explanation with starting and ending dates of all jobs and/or benefits for 2008. 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 situation. Required documentation to support your circumstance **must be attached**.

- A. You (or your spouse) earned money in 2007, but have lost a full-time job for at least ten (10) weeks and are still unemployed.
Required Documentation:
 - 1. Statement from **all** previous employer(s) you (or your spouse) worked for in 2008 on company letterhead indicating:
 - Date you (or your spouse) ceased employment;
 - Wages for 2008 (if employment ceased in 2008); and
 - 2. A current statement of unemployment benefits received.
- B. You (or your spouse) earned money in 2007, but have changed employment and are currently earning substantially less money in 2008.
Required Documentation:
 - 1. Statement on company letterhead from **all** employers you (or your spouse) worked for in 2007 and/or 2008 indicating:
 - Dates of employment
 - Your (or your spouse's) estimated earnings for 2008.
- C. You (or your spouse) received unemployment compensation, or some other taxed or untaxed income or benefit for at least ten (10) weeks in 2007, but have completely lost that income or benefit.
Required Documentation:
 - 1. Statement of termination from the source of income. *Include dates you 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 you received the income benefit and the estimated income or benefits received in 2008.
- D. Since you applied for financial aid for 2008-2009, you and your spouse have separated or divorced.
Required Documentation:
 - 1. Copy of your (and your spouse's) 2007 Federal 1040 tax return;
- E. Since you applied for financial aid for 2008-2009, a supporting spouse has died.
Required Documentation:
 - 1. Copy of your spouse's death certificate;
 - 2. Copy of your 2007 federal 1040 tax return; and
 - 3. Copy of your 2007 W-2s.
- F. You or your spouse received a one-time income in 2007, such as Social Security payment, inheritance, IRA, or pension distribution.
Required Documentation:
 - 1. Copy of your 2007 federal 1040 tax return;
 - 2. Statement from source of one-time income indicating amount; and
 - 3. Statement from you (or your spouse) indicating the disposition of the funds.
- G. You paid out (not owed) a large amount of medical and/or dental expenses in 2007 that exceeded 10% of your total income for 2007.
Total medical and dental expenses paid in 2007 \$ _____
Required Documentation:
 - 1. Copy of your 2007 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.

2. Copy of your (and your spouse's) 2007 W-2 form(s); and

MUST COMPLETE OTHER SIDE

Step 4 — Your Family's Expected 2008 Income

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

- | | |
|--|--|
| <p>1. In 2008, how much will you earn from work? (wages, salaries, tips) \$ _____</p> <p>2. In 2008, how much will your spouse earn from work? (wages salaries, tips) \$ _____</p> <p>3. In 2008, what will the amount of your (or your spouse) tax deductible payments to IRA and/or Keogh be? \$ _____</p> <p>4. In 2008, how much will you (or your spouse) receive in Unemployment Compensation? \$ _____</p> <p>5. In 2008, how much will you (or your spouse) receive in child support? \$ _____</p> | <p>6. In 2008, how much will you (or your spouse) receive in Worker's Compensation? \$ _____</p> <p>7. In 2008, how much will you (or your spouse) receive in Social Security benefits? \$ _____</p> <p>8. In 2008, how much will you (or your spouse) receive in AFDC/ADC, TANF, or General Assistance? \$ _____</p> <p>9. In 2008, how much will you (or your spouse) 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> |
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Step 5 — Household Information:

	<u>Name</u>	<u>Relationship to Student</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 \$10,000.00 fine, a prison sentence, or both.

Student 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.