



Federal Student Aid Regulations provide the potential for re-evaluation if your financial circumstances change. The 2016 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 2017. 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 2017, but have lost a full-time job for at least ten (10) weeks and are still unemployed.

Required Documentation:

- 1. Statement of all previous employer(s) you (or your spouse) worked for in 2017 indicating date you (or your spouse) ceased employment;
- 2. Copy of your 2017 federal IRS 1040 tax transcript;
- 3. Copy of your (and your spouse's) 2017 W-2s.
- 4. A current statement of unemployment benefits received.

Required Documentation:

- 1. Copy of your (and your spouse's) 2017 federal IRS 1040 tax transcript;
- 2. Copy of your (and your spouse's) 2017 W-2 form(s); and if you are separated, attach a copy of your legal separation papers, or if you are now divorced, attach a copy of the divorce decree.

- B. You (or your spouse) earned money in 2016, but have changed employment and earned substantially less money in 2017.

Required Documentation:

- 1. Statement of all employers you (or your spouse) worked for in 2017 indicating:
 - Dates of employment
 - Copy of your 2017 federal IRS 1040 tax transcript.
 - Copy of your (and your spouse's) 2017 W-2 form(s)

- E. Since you applied for financial aid for 2018-2019, a supporting spouse has died.

Required Documentation:

- 1. Copy of your spouse's death certificate;
- 2. Copy of your 2017 federal IRS 1040 tax transcript; and
- 3. Copy of your 2017 W-2s.

- C. You (or your spouse) received unemployment compensation, or some other taxed or untaxed income or benefit for at least ten (10) weeks in 2017, 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 income or benefits received in 2017.

- F. You (or your spouse) received a one-time income in 2016, such as Social Security payment, inheritance, IRA, or pension distribution.

Required Documentation:

- 1. Copy of your 2017 federal IRS 1040 tax transcript;
- 2. Statement from source of one-time income indicating amount; and
- 3. Statement from you (or your spouse) indicating the disposition of the funds.

- D. Since you applied for financial aid for 2018-2019, you and your spouse have separated or divorced.

- G. You paid out (not owed) a large amount of medical and/or dental expenses in 2016 that exceeded 10% of your total income for 2016.

Total medical and dental expenses paid in 2016 \$ _____

Required Documentation:

- 1. Copy of your 2017 federal IRS income tax transcript 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 – Household Information:

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

Step 5 — 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.

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.