



Office of Financial Aid  
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## 2007 – 2008

# Special Circumstance

### DEPENDENT

Federal Student Aid Regulations provide the potential for reevaluation if your financial circumstance changes. The 2006 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 reevaluation of your financial aid eligibility. If you do not meet any of the circumstances described below, but feel your financial situation has changed significantly, please meet with a financial aid advisor.

Once you have completed all the steps below, return this form along with the **required documentation** to the Parkland Office of Financial Aid. Submission of this form does not guarantee a change in your financial aid eligibility. Each case will be evaluated on an individual basis. Your special circumstance form will be returned to you if incomplete, or if documentation is not included. *NOTE: Only one Special Circumstance form will be accepted for an academic year.*

#### STEP 1: Student Information

Name \_\_\_\_\_  
Last First MI

Permanent Address \_\_\_\_\_  
Number and Street (including Apt. No.) City State Zip

Parkland College Student I.D. (PCID) or Social Security No. \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Area Code

#### STEP 2: Reason for Filing a Special Circumstance Form

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

- A. Your parent earned money in 2006, but has lost his/her full-time job for at least ten (10) weeks and is still unemployed.

##### Required Documentation:

- Statement from ALL previous employer(s) your parent worked for in 2006 and/or 2007 on company letterhead indicating:
  - Date your parent ceased employment
  - Estimated wages for 2007; and

- A current statement of unemployment benefits received.

If your parent(s) do not receive unemployment benefits, your parent must sign below:

X \_\_\_\_\_

- B. Your parent earned money in 2006, but has changed employment and is currently earning substantially less money in 2007.

##### Required Documentation:

- Statement on company letterhead from ALL employers your parent worked for in 2007 indicating:

- Dates of employment; and
- Parents' wages for 2007.

- C. Your parent received unemployment compensation or some other taxed or untaxed income or benefit for at least ten (10) weeks in 2006, but has completely lost that income or benefit.

##### Required Documentation:

- Statement of termination from the source of income. Include dates he/she received the benefits.

(Continued at top of right-hand column)

#### C. Required Documentation continued

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.

- 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 2007.

- D. Since you applied for financial aid for 2007-2008, your parents have separated or divorced.

##### Required Documentaiton:

- Copy of parents' 2006 Federal 1040 tax return;
- Copy of both parents' 2006 W-2 form(s); and

If parents are separated, attach a notarized statement indicating the date of separation.

If parents are divorced, attach a copy of your parents' divorce decree.

- E. Since you applied for financial aid for 2007-2008, a supporting parent has died.

##### Required Documentation:

- Copy of your parent's death certificate;
- Copy of your parents' 2006 Federal 1040 tax return; and
- Copy of both parents' 2006 W-2(s).

(More circumstance options on reverse of sheet.)

F. Your parents received a one-time income in 2006, such as Social Security payment, inheritance, IRA, or pension distribution.

**Required Documentation:**

1. Copy of your parents' 2006 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 2006.

Total medical & dental expenses paid in 2006  
\$ \_\_\_\_\_

*(Required Documentation at top of next column.)*

**G's Required Documentation:**

1. Copy of your parents' 2006 Federal income tax Schedule A; or
2. Copies of medical and dental payments not covered by insurance that they have already paid.

H. Your parents paid private or parochial elementary and/or secondary tuition in 2006.

Total tuition paid in 2006 \$ \_\_\_\_\_

**Required Documentation:**

1. Copies of paid receipts for private or parochial elementary and/or secondary tuition; or
2. A statement from the educational institution indicating tuition paid in 2006.

**STEP 3: Your Parents' Expected 2007 Income**

*NOTE: Complete this section only if you checked circumstance A or B.*

1. In 2007, how much will your father earn from work?..... \$ \_\_\_\_\_
2. In 2007, how much will your mother earn from work?..... \$ \_\_\_\_\_
3. In 2007, what will the amount be of your parents' tax deductible payments to IRA and/or Keough?..... \$ \_\_\_\_\_
4. In 2007, how much will your parents receive in Unemployment Compensation?..... \$ \_\_\_\_\_
5. In 2007, how much will your parents receive in Child Support?..... \$ \_\_\_\_\_
6. In 2007, how much will your parents receive in Workers' Compensation?..... \$ \_\_\_\_\_
7. In 2007, how much will your parents receive in Social Security benefits?..... \$ \_\_\_\_\_
8. In 2007, how much will your parents receive in Welfare benefits?..... \$ \_\_\_\_\_
9. In 2007, how much will your parents receive in other untaxed income, such as housing, food, and other living allowances from military, clergy, and others..... \$ \_\_\_\_\_

**STEP 4: Read, Sign, and Return to the Parkland Financial Aid Office**

*Certification:* All of the above information on this form and the attached documentation is true and ocmplete 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 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.

Student's Signature \_\_\_\_\_ Parent's Signature \_\_\_\_\_

Date Completed \_\_\_\_\_ **Is your documentation attached?**

<b>OFFICE USE ONLY</b>	
<input type="radio"/> APPROVED	<input type="radio"/> DENIED
<input type="radio"/> NO ACTION TAKEN	
Date _____	Staff Signature _____
Reason for Denial or No Action Taken _____	
_____	
_____	