



Office of Financial Aid

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**2008 - 2009
Special Circumstance
DEPENDENT**

Federal Student Aid Regulations provide the potential for reevaluation if your financial circumstance changes. 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. 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 2007, 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 2007 and/or 2008 on company letterhead indicating:
 - Date your parent ceased employment
 - Estimated wages for 2008; and

- 2. 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 2007, but has changed employment and is currently earning substantially less money in 2008.

Required Documentation:

- 1. Statement on company letterhead from ALL employers your parent worked for in 2008 indicating:
 - Dates of employment; and
 - Parents' wages for 2008.

- C. Your parent received unemployment compensation or some other taxed or untaxed income or benefit for at least ten (10) weeks in 2007, 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.

(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.

- 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 2008.

- D. Since you applied for financial aid for 2008-2009, your parents have separated or divorced.

Required Documentaiton:

- 1. Copy of parents' 2007 Federal 1040 tax return;
- 2. Copy of both parents' 2007 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 2008-2009, a supporting parent has died.

Required Documentation:

- 1. Copy of your parent's death certificate;
- 2. Copy of your parents' 2007 Federal 1040 tax return; and
- 3. Copy of both parents' 2007 W-2(s).

(More circumstance options on 2nd page.)

- F. Your parents received a one-time income in 2007, such as Social Security payment, inheritance, IRA, or pension distribution.

Required Documentation:

1. Copy of your parents' 2007 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 2007.

Total medical & dental expenses paid in 2007
\$ _____

(Required Documentation at top of next column.)

G. Required Documentation:

1. Copy of your parents' 2007 Federal income tax Schedule A

- H. Your parents paid private or parochial elementary and/or secondary tuition in 2007.

Total tuition paid in 2007 \$ _____

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 2007

STEP 3: Your Parents' Expected 2008 Income

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

1. In 2008, how much will your father earn from work?..... \$ _____
2. In 2008, how much will your mother earn from work?..... \$ _____
3. In 2008, what will the amount be of your parents' tax deductible payments to IRA and/or Keough?..... \$ _____
4. In 2008, how much will your parents receive in Unemployment Compensation?..... \$ _____
5. In 2008, how much will your parents receive in Child Support?..... \$ _____
6. In 2008, how much will your parents receive in Workers' Compensation?..... \$ _____
7. In 2008, how much will your parents receive in Social Security benefits?..... \$ _____
8. In 2008, how much will your parents receive in Welfare benefits?..... \$ _____
9. In 2008, 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 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 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?**

OFFICE USE ONLY

APPROVED DENIED NO ACTION TAKEN

Date _____ Staff Signature _____

Reason for Denial or No Action Taken _____
