

APPEAL FOR SPECIAL CIRCUMSTANCES

2011-12 AWARD YEAR

STUDENT'S NAME _____ SS# _____

The Financial Aid Office at South Suburban College requires that you write a brief paragraph explaining why you feel your situation warrants a re-evaluation of your information for Federal Student Aid. You must also supply supporting documentation to your claim, and complete this application thoroughly.

Write a statement and attach it to this form, explaining the circumstances of your situation. You must give dates to substantiate your information as well as return the proper forms that are related your situation. You will be required to furnish your 2010 tax form, verification documents and this form.

Estimate your resources as accurately as possible to avoid incorrect information that will need to be corrected later. A reversal of the special condition may result in the student owing money back to the college. You will be required to submit your 2010 tax form after filing.

DOCUMENTATION NEEDED

_____ A Loss of job or change in employment

1. 2010 tax form and income worksheet (attached)
2. Name address and phone number of previous employer
3. Reason for loss of employment
4. Check stub show earning to date
5. Verification of unemployment or proof of non-eligibility
6. Verification of disability and benefits

_____ B Death of a spouse or parent

1. Copy of death certificate
2. How income for 2011 will be affected
3. Benefits received 2011 (including insurance and/or lump sums)
4. 2010 tax forms

_____ C Divorce or separation of student or parent

1. Copy of separation or divorce decree, or a statement from a lawyer showing the date of separation or divorce
2. Income to be received in 2011
3. 2010 tax form (including W-2's)

_____ D Unusual Medical or Dental expenses

1. Documentation of any bills NOT covered or reimbursed in insurance
2. 2010 1040 Schedule A

_____ E Other

1. 2010 tax forms
2. Non-reoccurring income or onetime payment

BUDGET FOR 2011-12

Income for work \$ _____

Unemployment Compensation \$ _____

Disability Income \$ _____

Social Security \$ _____

Help from family/friend \$ _____

Public Aid/Type _____ \$ _____

Other Income \$ _____

I certify that the above information is correct to be best of my knowledge and I will notify the FA Office if there are any changes to my circumstances. I further understand that a special condition is a onetime right and I cannot receive another special condition next year except in the most unusual of circumstances.

Signature of Student

Date

Signature of Parent

Date