Circumstances We Consider for Review -

- Death of a spouse
- Divorce and Legal Separation
- Changes in Financial Resources due to:
  - Unemployment or significant change in earnings
  - Disability of student and/or spouse
  - Loss of one-time income received in 2010
  - Loss of an asset due to foreclosure
  - Change in retirement or other investments
  - Loss of child support
  - Change in retirement or other investments
  - Prior Year out of pocket medical expenses (not covered by health insurance)
  - Tuition for Special-Needs Private School
  - Other income reduction that is justified and documented by the family.

Circumstances We Do Not Consider for Review -

Due to limited funding, our office is unable to consider the following types of expenses or adjustments to income when determining your financial aid eligibility.

- Consumer debt, including credit card debt
- Private school tuition (other than special-needs)

Steps to Completing the Special Circumstance Process -

1. Provide a letter clearly explaining the special circumstances.
2. Attach photocopies of all required documentation to support your request; refer to instructions on page 2.
3. Submit to the Office of Financial Aid and Scholarships.
4. If clarification or additional documentation is needed, a financial aid counselor will contact you.
5. Students will be notified once their request has been reviewed.

Evaluation -

Upon reviewing the family circumstance and supporting documentation the financial aid counselor will adjust the appropriate data elements to best reflect the anticipated income/assets available to the family. The information provided by the family will be used to determine the student's eligibility for federal and state aid.

After review, your aid will be revised to include eligibility for grants and loans based on your new Expected Family Contribution (EFC). Campus-based awards may be awarded if funds are available.

Timing of the Request Process -

Requests will be reviewed beginning August 1, 2011. You may need to access the aid you've already been offered to meet the September 15, 2011 fall fee deadline. Adjustments will be applied retroactively to fall aid already received. **Please note:** Requests that include projected loss of income due to investments such as real estate, business, Partnerships and/or capital losses may be processed, but we will place a hold on spring 2012 term funding until you file and submit a 2011 federal income tax return to our office. Due to the difficulty in projecting loss of income, you may choose to wait until your 2011 federal income tax return is filed.

Deadlines -

The following are the deadlines to submit appeal requests for consideration of available University grant (if eligible):
- Fall Term – November 10, 2011
- Winter Term – February 10, 2012
- Spring Term – May 14, 2012.
Divorce or separation from spouse

- Copy of court-filed legal separation document or divorce decree.
- Copy of the 2010 federal income tax return, including all W-2 forms and schedule E, if applicable.
- Explanation letter with the following information: 1) date of divorce/separation, 2) list of current household members, 3) alimony and/or child support received per month and when payments began/expected to begin.

Death of spouse

- Copy of death certificate.
- Copy of the 2010 federal income tax return, including all W-2 forms and schedule E, if applicable.
- Documentation of death benefits and insurance payment.

Loss of employment or other income:

- Unemployment or significant drop in income
  - Complete the 2011 Projected Income Form – Independent form.
  - Letter from employer(s) indicating date of termination or reduction in working hours/salary/wages.
  - Copy of parents’ 2010 Federal income tax return, including all W-2 forms and schedule E, if applicable.
  - Copy of last pay stub from previous employment (including 2011 year-to-date earnings).
  - Copy of most recent pay stub from new employer (including 2011 year-to-date earnings) if employed.
  - Documentation of severance and/or unemployment benefits.

- Disability
  - Complete the 2011 Projected Income Form – Independent form.
  - Provide letter from physician to verify disability and the expected length of time off from work.
  - Verification of disability benefits from appropriate agency.
  - Copy of last pay stub(s) from previous employment (including 2011 year-to-date earnings).

- One-time income (capital gain from property sale, withdrawal of IRA or retirement benefits, etc.)
  - Letter explaining type and amount of one-time income received in 2010 which will not be received in 2011.
  - Documentation to verify that income or asset was spent or invested in a mitigating circumstance.

- Loss of an asset due to foreclosure
  - Letter explaining the reason why asset has been lost and how the loss affects the ability to contribute to the student’s cost of education.
  - Verification from lender holding mortgage stating status of property.

- Change in retirement or other investments
  - Statement from bank and/or Investment Company verifying retirement benefits and/or rollover of 401K or 403b or any other compensation received.

- Loss of child support
  - Copy of divorce decree listing the court-ordered support.
  - Letter explaining the reason why child support will end and date of last payment. Letter should explain if child support will be received for other children in the household.

- Prior year out of pocket medical expenses (not covered by health insurance)
  - Statement from medical facility, insurance statements and other agencies stating amount of expense and amount covered by insurance.
  - Letter explaining how the income and/or assets are impacted.
  - Schedule A of 1040.

- Tuition for Special-Needs Private School
  - Copy of contract, including name of child, tuition cost, and the payment schedule.