

This form is used in cases where there have been involuntary changes in income or employment, unusual dental/medical expenses paid, divorce/separation, or other circumstances that have changed the total income level of the family. You may be eligible for additional financial assistance if these circumstances apply. Please complete and review the entire application before submitting it to the SVSU Financial Aid Office, Wickes Hall 145.

The deadline to request an adjustment for **Fall is October 1, 2011; for Winter is February 1, 2012; for Spring/Summer is May 15, 2012.** Please note that **all decisions are final** and cannot be appealed and approved unusual circumstances do not always result in additional free money for the student.

INSTRUCTIONS:

1. Complete Section 1: Student Information.
2. Complete Section 2: Unusual Circumstances. All circumstances have required documentation.
3. Complete Section 3: 2010 Expected Income and Benefits. All income and benefit sources require documentation.
Requests after January 1, 2012, must include the 2011 Federal Tax Return and W-2 statements.
4. Document your 2010 income by providing a copy of your signed 2010 Federal Income Tax Return and W-2 statements.
Dependent students should only include parent information (a parent tax return must have a parent signature).
If this documentation (not the FAFSA) was already submitted to SVSU, you do not need to include it.
5. Sign and date Section 4: Certification and Authorization.
Return the form and all necessary documents to the Financial Aid Office.

Section 1: Student Information

Last Name	First Name	Initial	Social Security Number
Current Street Address			SVSU Student ID Number
City	State	Zip	Telephone Number

Section 2: Unusual Circumstances

Unusual Circumstance	Required Documentation	Yes
Loss of employment <i>Appeals may be submitted beginning 06/01/11</i>	<input type="checkbox"/> Third-party documentation (i.e. letter from previous employer, documentation from unemployment agency, etc.). Documentation should include last date of employment. <input type="checkbox"/> Copy of last check stub from employer. <input type="checkbox"/> Documentation of any unemployment benefits.	<input type="checkbox"/>
Decrease in wage or salary <i>Appeals may be submitted beginning 06/01/11</i>	<input type="checkbox"/> Third-party documentation of the reduction.	<input type="checkbox"/>
Decrease or loss of benefits <i>Appeals should be submitted after 11/12 FAFSA is filed</i>	<input type="checkbox"/> Third-party documentation that includes when the benefits were terminated.	<input type="checkbox"/>
Divorce or Separation <i>Appeals should be submitted after 11/12 FAFSA is filed</i>	<input type="checkbox"/> Copy of divorce/separation decree or letter from an attorney. (This documentation should include information on any support the "custodial" parent will receive.)	<input type="checkbox"/>
Death of a Spouse or Parent <i>Appeals should be submitted after 11/12 FAFSA is filed</i>	<input type="checkbox"/> Death Certificate <input type="checkbox"/> Documentation of any insurance settlement, Social Security Benefit, etc. <input type="checkbox"/> Copy of last check stub from the person's employment (if person worked in 2010).	<input type="checkbox"/>
Unusual Medical/Dental Expenses PAID (not covered by insurance) <i>Appeals should be submitted after 11/12 FAFSA is filed</i>	<input type="checkbox"/> Third-party documentation (i.e. receipts, cancelled checks, etc.). <input type="checkbox"/> Schedule A of 2010 Federal 1040 (if used).	<input type="checkbox"/>
Loss of business or farm due to bankruptcy, foreclosure, or natural disaster <i>Appeals should be submitted after 11/12 FAFSA is filed</i>	<input type="checkbox"/> Letter from attorney to verify this status.	<input type="checkbox"/>
Other <hr/> <i>Appeals should be submitted after 11/12 FAFSA is filed</i>	<input type="checkbox"/> PLEASE FULLY DOCUMENT your circumstance with necessary personal or third-party documents.	<input type="checkbox"/>

Section 3: 2011 Expected Income and Benefits

Report your projected income from all sources for January 1 - December 31, 2011

NOTICE: If request is submitted after January 1, 2012, the signed 2011 Federal Tax Return and W-2 statements must be submitted for changes in income.

ALL THAT APPLY! MONTHLY Anticipated income or benefits - 2011 only	DOCUMENT		**Independent Students Only**			**Dependent Students Only**	
	Student	Spouse	Amount per month	Father	Mother	Amount per month	
Earnings from work <input type="checkbox"/> Include last check stubs from each job in 2011	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Unemployment Benefits <input type="checkbox"/> Include documentation showing amount and begin/end date for benefits	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Interest/Dividend Income <input type="checkbox"/> Include documentation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Social Security Benefits (for all family members) <input type="checkbox"/> Include documentation from Social Security	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Tax-deferred payments to IRS, KEOGH, etc. <input type="checkbox"/> Include documentation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Aid to Families with Dependent Children (AFDC-FIA) <input type="checkbox"/> Include documentation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Child Support for all children <input type="checkbox"/> Include statement from Friend of the Court or Divorce Decree	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Alimony <input type="checkbox"/> Include copy of divorce decree or other statement	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Severance Pay <input type="checkbox"/> Include documentation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Pensions and/or Annuities <input type="checkbox"/> Include documentation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Business/Farm Income <input type="checkbox"/> Include documentation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Rental Income <input type="checkbox"/> Include documentation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Housing allowance <input type="checkbox"/> Include documentation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Other (list source) <input type="checkbox"/> Include documentation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Other (list source) <input type="checkbox"/> Include documentation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

****If income or benefits should be the same as 2010, write same. Document with 2010 Federal 1040 Tax Return or year-end statements from 2010.****
NOTICE: If request is submitted after January 1, 2012, the 2011 Federal Tax Return and W-2 statements must be submitted for changes in income.

Section 4: Certification and Authorization

- I certify that all of the information provided on this form is complete and correct to the best of my knowledge.
- I understand that I may be asked to submit additional documentation if necessary.
- I realize that if I do not fully prove my special circumstance, this form may be denied and that all decisions are final. I understand that a change in income, benefits, or other circumstance may not always result in additional funding for the student.

*****Remember to include your and/or your parent(s) signed 2010 Federal Tax Return, W-2 statements, and any other necessary documentation.*****

NOTICE: If request is submitted after January 1, 2012, the 2011 Federal Tax Return and W-2 statements must be submitted for changes in income.

Student Signature

Date

Parent Signature (for dependent students only)

Date

****Be sure to include all necessary documentation. Remember to include your signed 2010 Federal Income Tax information.****