

*****COMPLETE BOTH SIDES OF THIS FORM*****

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 **unplanned** circumstances that have changed the total income of an INDEPENDENT student, or of the PARENT(s) of a dependent student. Dependent student income changes will not be considered.

You MAY be eligible for additional financial assistance if these circumstances apply. Please complete and review the entire application before submitting. An incomplete request will be denied. An approved UCF does NOT guarantee you will receive additional financial aid.

All reviews require a 2015 Federal Tax Return Transcript and 2015 W-2's. If the UCF is filed after 12/1/2017 or income includes business, farm or commission income, a 2017 Federal Tax Return Transcript and W-2s are also required. If an Unusual Circumstance was approved for 2016-17, you must also submit a 2016 tax return transcript and 2016 W-2s.

In the following section, please check which circumstance(s) apply to you. You must provide a signed/dated detailed statement explaining your unusual circumstance request as well as the other required documentation. Submit all required documents with this form.

Last Name	First Name	Initial	SVSU Student ID or Student Social Security Number
Street Address	City	DAYTIME Phone Number	

	Unusual Circumstance	Required Documentation:
<input type="checkbox"/>	Loss of Employment May be submitted beginning 6/01/2017 PARENT OR INDEPENDENT STUDENT ONLY	<ul style="list-style-type: none"> 2015 Federal Tax Return Transcript and 2015 W-2 forms Third party documentation, including last date of employment Copy of last pay stub Documentation of any unemployment benefits Written explanation about why the change in income happened
<input type="checkbox"/>	Decrease in wage or salary of at least 20%— PLEASE NOTE: IF you own your own Business or Farm, or are employed on commission, we will require your 2016 and 2017 tax transcripts as well May be submitted beginning 6/01/2017 PARENT OR INDEPENDENT STUDENT ONLY	<ul style="list-style-type: none"> 2015 Federal Tax Return Transcript and 2015 W-2 forms (and 2016 and 2017 transcript if business, farm or commission) Written explanation about why the change in income happened Third party documentation of the reduction
<input type="checkbox"/>	Divorce or Separation	<ul style="list-style-type: none"> 2015 Federal Tax Return Transcript and 2015 W-2 forms Copy of divorce/separation decree Proof of separate households (copy of rental agreement, utility bills) Documentation of support/lump sum payment to custodial parent Written explanation of living situation and how expenses will be distributed during separation or while divorce is being finalized – house payment for example. Documentation of child support expected for ALL children
<input type="checkbox"/>	Death of parent or a spouse	<ul style="list-style-type: none"> 2015 Federal Tax Return Transcript and 2015 W-2 forms Death certificate Student Birth Certificate to confirm biological parents Copy of last pay stub from deceased person's employment Life Insurance Proceeds documentation
<input type="checkbox"/>	Excessive Un-reimbursed Medical/Dental expenses PAID in 2015	<ul style="list-style-type: none"> 2015 Federal Tax Return Transcript and 2015 W-2 forms Must include: IRS Form 1040 Schedule A (Itemized Deductions).
<input type="checkbox"/>	Other reason for Unusual Circumstance PARENT OR INDEPENDENT STUDENT ONLY	<ul style="list-style-type: none"> 2015 Federal Tax Return Transcript and W-2 forms Written explanation detailing situation

*****COMPLETE BOTH SIDES OF THIS FORM*****

Complete the form below in regards to PARENT of dependent student or INDEPENDENT STUDENT ONLY.

In this section please detail your total annual income for 2015 and your projected income for 2017.

If married, please list each income separately.

2015		2017	
Source	Annual Amount	Source	Annual PROJECTED Amount
Earnings from work Parent1 /Student Parent2 /Spouse		Earnings from work Parent1 /Student Parent2 /Spouse	
Unemployment benefits Parent1/Student Parent2/Spouse		Unemployment benefits Parent1/Student Parent2/Spouse	
Severance pay Parent 1/Student Parent 2/Spouse		Severance pay Parent1/Student Parent2/Spouse	
Alimony Or Spousal Support: ANY expenses that non-custodial parent paid		Alimony Or Spousal Support: ANY expenses that non-custodial parent is expected to pay	
Child support received for all children		Child support received for all children	
Business Income Parent 1/Student Parent 2/Spouse		Business Income Parent1/Student Parent2/Spouse	
Pension Parent1 /Student Parent 2 /Spouse		Pension Parent1/Student Parent2/Spouse	
Life Insurance Proceeds		Life Insurance Proceeds	
Other		Other	

By signing this document:

I certify that all 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 document my special circumstance, this form may be denied and that all decisions are final.

I understand that approval of submitted unusual circumstances may not always result in additional funding.

I have attached a 2015 Federal Tax Return Transcript, W-2 statements, and other requested documentation. Online Request - Go to www.irs.gov, under the Tools heading on the IRS homepage, click "Get a Tax Transcript." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." Telephone Request - 1-800-908-9946

Student Signature

Date

Parent Signature (for dependent students only)

Date

SVSU does not discriminate based on race, religion, color, gender, sexual orientation, national origin, age, physical impairment, disability or veteran status in the provision of education, employment and other services.