

REQUEST FOR SPECIAL CIRCUMSTANCES

INCOME REDUCTION-REQUEST TO USE ESTIMATED YEAR INCOME

STUDENT NAME _____ ID# _____

- Reason for request:**
- _____ Unemployment or change in employment
 - _____ Death of parent or spouse
 - _____ Divorce/Separation
 - _____ Disability of student, spouse or parent

Required Documentation:

Please include the following with your request:

- A detailed, signed personal statement explaining the reason for the request
- Copy of student and/or spouse 2018 tax returns and W2 forms (if applicable)
- Copy of parent 2018 tax returns and W2 forms (if applicable)
- Additional documentation: _____

Estimate Expected Income Statement

From _____ to _____ (mo./yr. mo./yr.)

Father's earned income (taxable)	\$ _____
Other taxable income (i.e. unemployment)	\$ _____
Untaxed income/source: _____	\$ _____
Mother's earned income (taxable)	\$ _____
Other taxable income (i.e. unemployment)	\$ _____
Untaxed income/source: _____	\$ _____
Student's earned income (taxable)	\$ _____
Other taxable income (i.e. unemployment)	\$ _____
Untaxed income/source: _____	\$ _____
Spouse's earned income (taxable)	\$ _____
Other taxable income (i.e. unemployment)	\$ _____
Untaxed income/source: _____	\$ _____
TOTAL FAMILY EXPECTED INCOME	\$ _____

I (we) request consideration of special circumstances in determining my (our) family contribution as calculated by the Federal financial aid methodology. I (we) certify that the information provided is true and complete to the best of my (our) knowledge.

Father (Step-father)

Mother (Step-mother)

Student

Spouse