

# Special Circumstances - Student Income Adjustment

**2017-2018**

STUDENT LAST NAME:	FIRST:	MI:	STUDENT ID #:
LOCAL ADDRESS:			
PHONE:		E-MAIL:	

If you are selected for verification by the Department of Education, we are unable to complete this request at this time, until the requested documentation has been submitted and reviewed.

The 2017-2018 financial aid awards are based on 2015 calendar year income and resources. In some cases, special circumstances may qualify for a re-evaluation of financial need. This re-evaluation is performed using financial data corresponding to either the 2017 calendar year or the 2017-2018 academic year. **We cannot decrease your income due to market losses or credit payments due to consumer debt.**

Marital status is based on the date the FAFSA was filed and cannot be updated. If the change in marital status was a correction due to error, you must attach supporting documentation showing the correct date of marital status as of the original date the FAFSA was completed. Examples include divorce decree, marriage certificate or legal separation agreement.

Any changes to financial aid awards will be contingent on the type of funds available and eligibility policies and regulations. It is highly recommended that you attach a copy of your most recent IRS tax return or IRS tax return transcript. Allow up to four weeks for processing. This timeframe may vary depending on the time of the year and volume of requests our office receives.

**SUPPORTING DOCUMENTATION IS REQUIRED.**

Section 1 – Required	Student Spousal Information
<input type="checkbox"/> I am NOT married <input type="checkbox"/> I am married (complete information below) Spouse’s Full Name: _____	
<input type="checkbox"/> Spouse is a Student                      UA Student ID (if Applicable): _____ <input type="checkbox"/> Spouse is NOT a Student	

Section 2 – Required	Statement of Circumstance <i>(Briefly explain the reason(s) for the reduction of your resources)</i>

THIS FORM IS CONTINUED ON THE SECOND PAGE.



Section 3		Verification of Unusual & Necessary Expenses	
Circumstances		Expense Amount	
<input type="checkbox"/>	<b>Medical treatment:</b> provide a copy of the statement(s) from the insurance provider, pharmacy or medical facilities, stipulating the amount of the medical expenses <b>paid</b> that were <b>not covered by insurance or deducted on your 2015 tax return</b> . A copy of your 2015 Schedule A may be requested.	\$	
<input type="checkbox"/>	<b>Private education tuition (K-12):</b> provide a copy of your tuition statement that includes total tuition cost as well as any financial assistance received.	\$	
<input type="checkbox"/>	<b>Tax liens:</b> provide statement from the Internal Revenue Service and/or State Tax Board indicating monthly payment amount on back taxes owed.	\$	/mo
<input type="checkbox"/>	<b>Court ordered payments:</b> provide a copy of receipt of payments.	\$	/mo
<input type="checkbox"/>	<b>Other, please describe:</b> _____	\$	

Section 4		Verification of Income Reduction	
Circumstances			
<input type="checkbox"/>	<b>Unemployment:</b> provide a copy of your employment separation letter, including verification of severance pay or retirement benefits (or the lack thereof), <b>and</b> a copy of a letter or statement establishing the amount of your eligibility for unemployment benefits.		
<input type="checkbox"/>	<b>Disability or Injury:</b> provide copies of statement(s) reflecting your eligibility for benefits, monthly amount received and start and end dates of payments.	\$	/mo
<input type="checkbox"/>	<b>Loss of Other Income:</b> provide a copy of your termination notice of other income (e.g., social security benefits, trust payments, alimony, child support).	\$	
<input type="checkbox"/>	<b>Report of One Time Income:</b> provide a copy of your 2015 1099-R or other financial statement of one time income (e.g., early IRA distribution, conversions and rollovers).	\$	

**Death of Spouse:** provide the date of the event, and copies of supporting documentation or certificates.

**Divorce or Separation:** Marital status is based on the date the FAFSA was originally filed and can only be corrected not updated.

*To verify the income reported on the 2017-2018 FAFSA for all sections below, please log into [www.fafsa.ed.gov](http://www.fafsa.ed.gov)*

	Income reported on 2017-2018 FAFSA	Current Financial Situation
Income earned from work by <b>student</b> :	\$	\$
Income earned from work by <b>spouse</b> :	\$	\$
<b>Other taxable income and benefits:</b> Examples include: interest/dividend income, rental income, unemployment, alimony, taxable portion of social security or retirement, etc. Attach an itemized list to include the source and amount if the total contains more than one type.	\$	\$
<b>Non-taxable income and benefits:</b> Examples include: untaxed portion of social security or retirement income, child support, welfare benefits (not food stamps), worker's compensation, and other income not reported on this form. Attach an itemized list to include the source and amount if the total contains more than one type.	\$	\$

Section 5 - Required		Student Certification	
I certify that the above is based on the best information available at this time. <b>I understand that additional documentation may be required to clarify my/our circumstances.</b>			
Student Signature		Date	