



2012-2013 Special Circumstances Application- Loss of Income due to Divorce/ Separation/ Death

Office of Financial Aid and Scholarships

P.O. Box 3011 Commerce, Texas Phone: 903.886.5096 Fax: 903.886.5098

Student's Name

CWID

This form can be used to request a recalculation of a student's 2012-2013 financial aid eligibility when there has been a significant loss of earned income from the 2011 tax year income as compared to the 2012 projected income due to termination, layoff, loss of employment, or a significant reduction in work hours. This Application will not be processed until the student has received an award letter for 2012-2013 based on the original FAFSA data for 2012-2013.

All Special Circumstances Applications must include:

Copies of all 2011 Tax Transcript(s) used to complete FAFSA for 2012-2013

Copies of all 2011 W2s

Check	Reason for Income Loss		Required Documentation
<input type="checkbox"/>	<input type="checkbox"/> Divorce / Separation of Student	<input type="checkbox"/> Divorce / Separation of Parent	Documentation of date of divorce/separation. Acceptable documentation includes but not limited to legal separation agreement, divorce decree, signed letter on letterhead from Third Party Professional (attorney, clergy, counselor, etc.). If no formal agreement has been initiated, documentation needs to show separate residences. Acceptable documentation would be lease agreements, utility bills, etc..
Is child support being received? <input type="checkbox"/> Yes <input type="checkbox"/> No			Documentation of child support being received showing amount of child support and when child support starts.
Is spousal support being received? <input type="checkbox"/> Yes <input type="checkbox"/> No			Documentation of spousal support being received showing amount of spousal support and when spousal support starts.
<input type="checkbox"/>	<input type="checkbox"/> Death of Parent	<input type="checkbox"/> Death of Spouse	Copy of death certificate

Please provide additional information that you feel will provide a more accurate picture of your financial circumstances as a result of your loss.

Certification Statement and Signatures:

Your signature confirms your acknowledgement of the following:

- You have read each section and have provided the required documentation that is true and correct to the best of your knowledge.
- Underestimating the projected income for 2012 could result in reduced eligibility, repayment of aid, of both, in this year or next year.
- Changes resulting from this review do not guarantee an increase in financial aid.
- Additional documentation may be requested and updates will be emailed to the student's university email account.

Student's Signature

Date

Parent's Signature (if student is Dependent Student)

Date