

LARAMIE COUNTY COMMUNITY COLLEGE

Request for Special Circumstances

2013-2014



Parent Special Circumstances (for completion by parents of dependent students)

Student Name Last	First	Middle	Student ID
Daytime Phone Number			Date

The Higher Education Act (HEA) of 1965, as amended, provides authority for the financial aid administrator to exercise discretion in a number of areas. This authority is known as professional judgment (PJ) and allows for the individual treatment of a student who has special circumstances that are not sufficiently addressed by the standardized federal student aid formulas and delivery methods. A family's 2012 income is used to assess financial need for the 2013-2014 school year. If a family's 2013 income is lower due to special circumstances, a financial aid administrator may be able to use the 2013 income to assess financial need.

All applicants must complete the 2013-2014 Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov before

completing the Special Circumstances Form. Adjustments made by the Financial Aid Office based on special circumstances may or may not increase a student's eligibility for scholarships, grants, work-study, student loans, or parent loans. Verification (if selected) must be completed first, before any PJ will be exercised.

Circumstances that may not be considered:

Expenses such as car payments, consumer/credit card debt, high mortgage payments, matching other colleges/university offers, weddings, vacations, inability to liquidate assets, and/or other discretionary costs may not be considered. Although there may be exceptions, adjustments to financial aid eligibility are not typically made to reflect these circumstances.

Reason for Request Circumstances that may be considered are listed below. Please check the circumstance(s) which best applies to you.	Required Documentation All Appeals:
<input type="checkbox"/> <u>Loss of Employment or a Significant Decrease in Income</u> 2012 income is not reflective of current income due to: <input type="checkbox"/> Loss of employment or reduction in wages or hours <input type="checkbox"/> Injury, disability, natural disaster which has resulted in significant decrease in earnings <input type="checkbox"/> Loss of benefits, such as unemployment, child support, etc. <input type="checkbox"/> Significant one-time increase in income was received in 2012 that is not reflective of typical annual income (capital gains, pensions, etc)	<input type="checkbox"/> <u>Signed letter of appeal from parents</u> specifically explaining the situation. Letter of appeal should be specific and address how, when and why their circumstances have changed. <input type="checkbox"/> A complete copy of your 2012 federal tax return (ie.1040, 1040A, or 1040EZ) (Make sure the tax return is SIGNED by the taxpayer) AND copies of ALL 2012 W-2 WAGE STATEMENTS. Other appropriate documentation to support appeal such as: <input type="checkbox"/> Copy of termination notice from employer or copy of information from employer explaining the reduction in wages or hours available for work. <input type="checkbox"/> Copy of unemployment benefits. <input type="checkbox"/> Documentation of one-time increase in income
<input type="checkbox"/> <u>Elementary/Secondary Private School Tuition K-12</u> <input type="checkbox"/> <u>Unusually high debt</u>	<input type="checkbox"/> A copy of the private school tuition contract(s) for the 2013-2014 school year, or documentation from the school listing your family's out-of-pocket costs for the 2012-2013 school year. <input type="checkbox"/> Provide copies of bills and receipts for unusually high debt
<input type="checkbox"/> <u>Medical Expenses</u> Excessive out-of-pocket medical or dental expenses incurred in 2012	<input type="checkbox"/> If the 2012 Federal Income Tax Return was filed with Schedule A, provide a copy of Schedule A. <input type="checkbox"/> Provide documentation of medical bills paid during tax year 2012 if no Schedule A was filed.
<input type="checkbox"/> <u>Other Extenuating Circumstances</u> Other extenuating circumstances that have occurred since the filing of the 2013-14 FAFSA. (e.g. separation/divorce, death of father/ mother).	<input type="checkbox"/> <u>Signed letter of appeal from parents</u> specifically explaining the situation. (Supporting documentation may be requested).

I certify that all information on this form and on the documents submitted to support it are true and correct to the best of my knowledge. If asked by an authorized official, I agree to give proof of the information that I have provided on this form. I realize that this proof may include a copy of my U.S., State or local income tax return. I also realize that if I do not provide proof when asked, I may not receive aid.

Parent's Signature _____ Date _____

Student's Signature _____ Date _____

For Office Use Only:

Approved: ☐ Yes ☐ No

Reviewed by: _____ Date _____

Comments: _____
