

# VINCENNES UNIVERSITY

Financial Aid Office ♦ 1002 North First Street, Vincennes, IN 47591 ♦ Ph: 812-888-4361 ♦ Fax: 812-888-4261

## 2010-2011 SPECIAL CIRCUMSTANCES REQUEST FORM

University I.D.#: \_\_\_\_\_ VU email address: \_\_\_\_\_@myvu.viu.edu  
Student Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Address: \_\_\_\_\_ Home Ph.: (\_\_\_\_\_)\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Ph.: (\_\_\_\_\_)\_\_\_\_\_

The kind and amount of some kinds of financial aid are determined in part by your Expected Family Contribution (EFC), the result of the U.S. Department of Education's processing of your FAFSA. The FAFSA for the 2010-2011 academic year is based on your 2009 federal tax return and other asset information. Since there could be something unusual in your finances for 2009 or since your financial circumstances could have changed since you filed the 2010-2011 FAFSA, the U.S. Department of Education allows financial aid administrators to use professional judgment on a case-by-case basis about whether to modify data elements in the EFC formula. We ask for the documentation we outline in this form because federal student aid regulations require us to be able to show why we make any adjustments to figures that go into calculating the EFC. Note that adjustments do not guarantee a lower EFC or more financial aid. Note also that our decisions about whether and how to make adjustments is final and cannot be appealed to the Department of Education. While a decision is being made on your case, you can receive the kind and amount of aid indicated on your initial award letter. If you initially accept loans and then end up not needing them, these can be returned without penalty to you.

### Special Circumstances Requests will be considered for only the following:

1. Loss of employment by the student, by a student's spouse, or by a parent of a dependent student. If you are reporting unemployment as your circumstance, the unemployed person has to be out of work for a minimum of 3 consecutive months.
2. Loss of other income such as taxable pension, alimony, unemployment compensation.
3. Separation or divorce of student and spouse or of an income-earning custodial parent for dependent students.
4. Death of spouse or of an income-earning custodial parent.
5. One-time income received due to an inheritance, lump sum retirement distribution, etc.
6. Medical expenses that exceed 11% of adjusted gross income of the student (and spouse) or of parent(s) of a dependent student in 2009. Expenses being claimed must have been paid out-of-pocket by the student (and spouse) or by the parent(s) of a dependent student. Medical expenses reimbursed by a third party cannot be submitted for consideration.
7. Nursing home or extraordinary dependent care expenses not reimbursed by a third party payer.

If none of these circumstances apply to your situation, do not submit this Special Circumstances Request Form.

### Take the following steps so that we have the documentation we need to judge your request:

- Step 1:** Make sure your 2010-2011 FAFSA has VU's school code (001843) on it. We get the FAFSA results, so do not attach here.
- Step 2:** Along with this form submit a typed letter, signed and dated, explaining your special circumstances.  
If you are an independent student, you should compose and sign and date the letter.  
If you are a dependent student, your parent(s) should compose and sign and date the letter.
- Step 3:** Complete the 2010-2011 Independent Verification Worksheet **OR** 2010-2011 Dependent Verification Worksheet, as applicable, and submit it with this form.
- Step 4:** Submit a signed copy of your 2009 federal income tax return, if you filed, and any W2s and 1099s. If you are married and filed separately, also submit your spouse's return. If you are a dependent student, we need your parents' return(s) & W2s.
- Step 5:** On the reverse side of this form, check the circumstance that applies to you and submit the required documents.
- Step 6:** Complete the 2010 Projected Income table on the reverse side of this form.
- Step 7:** Sign the certification below and along with this form submit all documents requested. Please submit all of these together at one time. We can't make any decisions until we have everything we need.

By signing this appeal form, I agree to provide all documentation and information that will verify the accuracy of my appeal. I understand that, if the circumstances under which this appeal is granted change, I am obligated to report those changes to Vincennes University. I acknowledge that such a change in circumstances may result in repayment of federal funds acquired through circumstances of this appeal. I certify that all the information provided is true and correct. I understand that if I purposely give false or misleading information that I may be fined, sentenced to jail, or both.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature (dependent students only): \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 5: Check the circumstance that applies AND gather the documentation associated with it.**

\_\_\_\_\_ ***Loss of employment.***

- Letter on company letterhead signed and dated by employer (if possible) indicating last date of employment. **OR** If a letter from the company is not possible, indicate on your typed letter your last date of employment.
- Proof of earnings for 2010 (Payroll check stub, statement from current employer, unemployment benefits statement, etc.)

\_\_\_\_\_ ***Loss of other income: [ ] Reduced wages [ ] Alimony [ ] Unemployment benefits. [ ] Other***

- Reduced Wages: Proof of earnings for 2010 (Payroll check stubs, statement from current employer, etc.).
- Unemployment benefits ended: Letter of termination of unemployment benefits.
- Alimony: Court document stating termination of date of benefit.
- Other: Provide documentation that sufficiently explains the change in income from 2009 to 2010.

\_\_\_\_\_ ***Separation or divorce: [ ] Student and Spouse OR [ ] Parents of dependent student***

- Date of Separation or Divorce: \_\_\_\_\_
- Provide copies of separation papers, divorce decree, or letter of intent from attorney on attorney's letterhead.

\_\_\_\_\_ ***Death [ ] Spouse OR [ ] Income-earning parent or stepparent listed on FAFSA***

- Copy of Death Certificate.

\_\_\_\_\_ ***One-time Income: [ ] Inheritance [ ] Lump sum retirement distribution [ ] Other***

- Other: describe the source of the income. \_\_\_\_\_.
- Attach a separate sheet that identifies the amount of the one-time income and proof of how the funds were spent or invested.

\_\_\_\_\_ ***Medical expenses paid out-of-pocket and not covered by insurance or by another resource.***

- Itemized listing of all medical expenses paid by student or parent. To be considered, these must exceed 11% of 2009 adjusted gross income.
- Copies of insurance benefit statements or other third party payments and receipts being reviewed for consideration.

\_\_\_\_\_ ***Nursing home or extraordinary dependent care expenses not covered by insurance or another source.***

- Itemized listing of all nursing home or dependent care expenses paid by student or parent.
- Copies of insurance benefit statements or other third party payments and receipts being reviewed for consideration.

(Copies of receipts and documents submitted for this request become property of Vincennes University.)

**Step 6: 2010 Projected Income – Provide documentation of year-to-date earnings (last/most recent stub).**

<b>INCOME JANUARY 1, 2010 TO DECEMBER 31, 2010</b>	<b>Actual Income 1/1/10 to Today</b>	<b>Estimated. Income Today to 12/31/10</b>	<b>Total actual &amp; estimated</b>
Student's 2010 gross income from work (wages, salary, tips, business)			
Spouse's 2010 gross income from work (wages, salary, tips, business) if student is married.			
Father's 2010 gross income from work (wages, salary, tips, business) if student is dependent.			
Mother's 2010 gross income from work (wages, salary, tips, business) if student is dependent.			
Other taxable income (pension, unemployment, alimony, etc.)			
Child support received			
Veteran's non-education benefits received			
Other untaxed income received (workers comp, IRA, etc.)			
<b>Total Income for 2010</b>			