

For staff use only: _____ APPROVED _____ DENIED Staff initials: _____
Old EFC: _____ New EFC: _____ Date Processed: _____
Reason for Request: _____

VINCENNES UNIVERSITY

Office of Financial Aid
1002 North First Street
Vincennes, IN 47591
Phone: 812-888-4361

SPECIAL CIRCUMSTANCES REQUEST 2007-2008

University I.D. No.: _____

Student Name: _____ Social Security #: _____

Address: _____ City: _____ State: _____ Zip: _____ Phone: _____

What circumstances can I apply for a change based on Special Circumstances?

Request for Special Conditions will only be considered for the following circumstances:

1. Change in income earnings from the loss of employment by a parent for dependent students or spouse for independent students. If you are reporting unemployment as your circumstance, the individual who is unemployed has to be out of work for a minimum of 3 consecutive months. Students who have left their employment to return to school may not be considered under this option.
2. Change in income earnings due to the death of an income earning custodial parent or spouse.
3. Change in income earnings due to separation or divorce or change in income earnings due to separation or divorce of an income earning custodial parent for dependent students. (Supplemental form must be completed by third party such as court documentation, attorney or clergy of intent to divorce or separation.)
4. Medical & Dental expenses that total 30% of all Gross Income earned by student, spouse or parents of a dependent student in 2006. Expenses cannot be paid by a third party and must have been paid by the student, spouse or parents of dependent student. If you are reimbursed by a third party after making payments, that does not count as paid by the student, spouse or parents of dependent student.
5. Termination of Social Security benefits during the year 2006.

Review the circumstances listed above. If none of these circumstances apply to your situation, do not submit this Special Circumstance Appeal Form. Your appeal will be denied. You must have submitted your FAFSA for the 2007-2008 year. The information provided may generate an adjustment to your FAFSA data and SSACI rarely accepts such changes. Adjustments do not guarantee eligibility for more financial aid.

What documentation must I provide for the Special Circumstances?

All documents requested must accompany this appeal even if you have turned them in previously. Failure to provide the total documentation will result with an automatic denial. Please follow the instructions carefully.

Check the Circumstance that Applies and provide documentation as required:

____ 1. *Change in income earnings from the loss of employment by a parent for dependent students or spouse for independent students. If you are reporting unemployment as your circumstance, the individual who is unemployed has to be out of work for minimum of 3 consecutive months. Students who have left their employment to return to school will not be considered.*

- 2006 signed and dated Federal Income Taxes for student if applicable & W-2 for student.
- 2006 signed and dated Federal Income Taxes for Parent if dependent student & W-2 for each parent.
- 2007 Dependent Verification Form for Dependent Student or 2007 Independent Verification Form for Independent Student.
- Letter signed and dated by employer indicating last date of employment.
- Signed and Dated Special Circumstances Supplemental form provided with this packet from the individual who is unemployed.
- Signed and Dated Special Circumstances Appeal Form to be completed by the student on the back of this form.
- If person who was unemployed is re-employed, proof of earnings for 2007 (Payroll Check Stub, Statement from Current Employer, etc.)
- Projected annual income for the 2007 year for the family unit.

2. *Change in income earnings due to the death of an income earning custodial parent or spouse.*

- 2006 signed and dated Federal Income Taxes for student, if applicable, and copy of W-2.
- 2006 Federal Income Tax Return & W-2 for Parent if dependent student.
- 2007 Dependent Verification Form for Dependent Student or 2007 Independent Verification Form for Independent Student.
- Copy of Certificate of Death for parent or spouse who is deceased.
- Signed and Dated Special Circumstances Appeal Form to be completed by the student on the back of this form.
- Statement of earnings lost as a result of the deceased parent or spouse to be provided along with the Special Circumstance Appeal Form.

3. *Change in income earnings due to separation or divorce or change in income earnings due to separation or divorce of an income earning custodial parent for dependent students. (Supplemental form must be completed by third party such as court documentation, attorney of intent to divorce or separation, or clergy.)*

- Dependent Students need documentation of Divorce or intent to Divorce submitted to the court or signed and dated supplemental letter from third party (clergy or lawyer).
- Independent students need documentation of Divorce or intent to Divorce submitted to the court or signed and dated Supplemental Letter from third party (clergy or lawyer).
- 2006 signed and dated Federal Income Taxes and W-2's for Student.
- 2006 signed and dated Federal Income Taxes and W-2's for custodial Parent if dependent student.
- 2007 Dependent Verification Form for Dependent Student or 2007 Independent Verification Form for Independent Student.
- Signed and Dated Statement from Student requesting Special Circumstances on the bottom of this page.

4. *Medical & Dental expenses that total 30% of all Gross Income earned by student, spouse or parents of a dependent student in 2006. Expenses cannot be paid by a third party and must have been paid by the student, spouse or parents of dependent student. If you are reimbursed by a third party after making payments, that does not count as paid by the student, spouse or parents of dependent student.*

- 2006 Federal Income Taxes and W-2's for Student.
- 2006 Federal Income Taxes and W-2's for custodial Parent if dependent student.
- 2007 Dependent Verification Form for Dependent Student or 2007 Independent Verification Form for Independent Student.
- Itemized listing of all medical and dental expenses paid from student or parent supported by all insurance forms and receipts. (Copies of receipts-documents become property of Vincennes University).
- Signed and Dated Statement from Student requesting Special Circumstances on the bottom of this page.

5. *You/Your parents received Social Security benefits during 2006, but have completely lost that benefit. You must provide the following documents:*

- Copy of Social Security letter terminating the benefits.
- Copy of the SSA 1099 showing the amount of benefits received for 2006 year and amount received in 2007.

Complete the Statement from Student requesting Special Circumstances if you are able to document one or more of the above conditions. All documents listed must be provided in a complete packet for your special circumstance appeal to be reviewed. Failure to provide a complete detail of all items will result in an automatic denial. All decisions by the Vincennes University Office of Financial Aid are final and cannot be appealed to the Department of Education.

Statement from Student requesting Special Circumstances

Write the circumstances of your appeal. **If you need more space, write on a separate page.** You must sign the statement in order for your appeal to be considered.

By signing this appeal form, I agree to provide all documentation and information that will verify the accuracy of my appeal. Also, I certify that I will use federal and/or state student financial aid only to pay the cost of attending at Vincennes University. I understand that if the circumstances under which this appeal is granted change, that 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, imprisoned or both.

Signature: _____

Date: _____

