

2012-2013 Special Circumstance Form

Federal Student Aid regulations provide for re-evaluation if your financial circumstances change. The 2011 income information that you reported on your financial aid application may not be an accurate indicator of your family's ability to pay educational costs.

Please Read Carefully Before Continuing:

A special circumstance can be considered if you/your spouse or your parent (if dependent) anticipates that their 2012 income will be substantially less than what was earned and reported in 2011 on the Free Application for Federal Student Aid (FAFSA). This can occur when the student or a family member loses employment or other benefits such as child support, when a spouse or parent dies, or when the student or student's parents divorce. Additional expenses such as private tuition or medical expenses may also be considered if it substantially reduces the yearly income. If you believe a special circumstance exists, please complete the rest of this form.

Step 1: Student Information-----

Name: _____ CU- I.D. # H _____
Last First Middle

Permanent Address: _____
Number and street City IL Zip Code

Telephone: Home: () _____ Work: () _____

Step 2: Reason for Filing a Special Circumstance Form-----

Name of Person for whom financial benefits were lost/expenses paid: _____

Relationship to the student: Self Spouse Father / Step-Father Mother / Step-Mother Other

Type of income / benefit lost: Employment Child Support Death Divorce
 Other (please explain) _____

Income reduction due to: Private tuition Medical expenses

Date person became unemployed or lost benefits: _____

Total amount of earnings / benefits in 2011: \$ _____

Total earning / benefits anticipated for 2012: \$ _____

Have or are unemployment benefits being applied for? Yes No

Weekly amount of unemployment benefits: \$ _____ Date benefits began: _____

Please turn over and continue:

Step 3: Required Documentation-----

You must attach the following supporting documentation to this application or it will not be processed:

- If unemployed:
 1. A copy of the unemployed person's 2011 federal tax return transcript, including all W-2 forms
 2. A letter from the former employer stating last date of employment and the total that was earned in 2012 (you may also provide a last pay stub as long as the dates match)
 3. A copy of the letter from the unemployment office showing eligible benefits.
 4. A copy of the unemployed person's 2012 federal tax return transcript or W-2 forms if you are applying for a special circumstance after January 1, 2013.

- If divorce or death occurred:
 1. A copy of the divorced or deceased person's 2011 federal tax return transcript, **including all W-2 forms**
 2. A copy of the divorce decree or death certificate

- If benefits such as child support has been lost:
 1. A copy of the 2011 federal tax return transcript, including all W-2 forms, of the person who lost the benefits.
 2. A statement from the agency that provided the benefit, stating the date the benefit expired

- If you paid for private child care and/or private elementary or secondary tuition **in excess of 3%** of your or your parent's (if dependent) gross 2011 income:
 1. A copy of the 2011 federal tax return transcript
 2. Copies of tuition statements for the 2011 calendar year.

- If you paid medical expenses that will not be covered by insurance **in excess of 11%** of your or your parent's (if dependent) gross 2011 income:
 1. A copy of the person's 2011 federal tax return transcript
 2. Copies of medical statements showing payments or copies of canceled checks used for payment.

- If your situation has not been identified, please submit the following:
 1. A copy of the person's 2011 federal tax return transcript, including all W-2 forms
 2. A written/signed statement explaining the situation in detail

Step 4: Read, Sign and Return to the Office of Student Financial Planning-----

Certification: All of the information on this form and attached documentation is true and complete to the best of my knowledge. If asked by an authorized official, I agree to give additional proof of the information that I have given on this form.

Student's signature: _____ Parent / spouse signature: _____ Date: _____

*Return To: Concordia University Chicago, Student Financial Planning,
7400 Augusta St., River Forest, IL 60305*