

RIDGEWATER COLLEGE

2016-2017 REQUEST FOR SPECIAL CIRCUMSTANCES

Name: _____ Social Security #: _____ Date: _____

Address: _____ Phone: () _____

I am requesting the Financial Aid Office to consider the following:

_____ **FAMILY INCOME CHANGES:** If your income has dropped substantially from last year, projected income may be used when processing your financial aid application. Along with a written explanation, please provide the following documentation:

- ◆ The Estimated Income Worksheet, on the back of this sheet
- ◆ Income of calendar year to date with ***copies of most current paystubs.***
- ◆ Projected income for remainder of calendar year,
- ◆ A **signed** copy of your (and your parent's or spouse's, if applicable) **2015 Federal Income Tax Forms**, and;
- ◆ Last date of employment (if unemployed), unemployment benefits received and/or date of pay rate change (for reduction of income)

_____ **CHANGING DEPENDENCY STATUS TO INDEPENDENT:** A student who does not meet regular criteria for independent status (as listed in the FAFSA) may have his/her dependency status changed *IF* he/she has special circumstances. To apply for a dependency change, provide the following documentation:

- ◆ A detailed statement explaining why you are unable to provide parental information including the last time you lived with your parents and/or received any financial support from them and how you were able to meet your financial obligations.
- ◆ A copy of your 2015 Federal Income Tax returns, and
- ◆ A written statement from three individuals (i.e., school administrator, employer, Minister, social worker, counselor) who have firsthand knowledge of your situation.
- ◆ Must complete an Income Verification Worksheet from the Financial Aid Office

_____ **OTHER SPECIAL CIRCUMSTANCES:** Please provide a written statement and supporting documentation for consideration of your circumstances. Examples include but are not limited to:

- ◆ Out of pocket medical/dental expenses, not covered by insurance, which have been paid (include copies of receipts)
- ◆ Separation or divorce after filing the FAFSA
- ◆ Death of a spouse or parent after filing the FAFSA

_____ **OTHER SPECIAL CIRCUMSTANCES:** Please explain

OFFICE USE ONLY

Comments: _____ Approved _____ Denied _____

Financial Aid Official Signature: _____ Date: _____

RIDGEWATER COLLEGE

2016 ESTIMATED INCOME WORKSHEET

Note: This form is only required if your *Financial Aid Petition* is for use of expected year income

Student Name: _____ SSN: _____

Please complete this form if your income and/or your spouse's (or parent's) income will be substantially less in 2016 than in 2015 and you are submitting the *Request for Special Circumstances* along with the supporting documentation and letters of explanation.

Check the reason(s) for the change in your income situation:

<input type="checkbox"/> Unemployment or change in employment	<input type="checkbox"/> Loss in income	<input type="checkbox"/> Death of spouse
<input type="checkbox"/> Disability of student/spouse	<input type="checkbox"/> Divorce/Separation	<input type="checkbox"/> Death of a parent
<input type="checkbox"/> Disability of a parent	<input type="checkbox"/> Other (explain)	

Please explain the condition/reasons related to the income changes for 2016.

Directions: Please provide the following information. If none, enter zero or N/A for each item. If you had any one-time income (i.e., Inheritance, IRS or pension distribution) during 2015, list on a separate sheet the amount and source, and how it was spent or invested.

2016 Estimated income from **Work:** Information MUST include income from January – June 2016

	1/1/16 to present (ATTACH last paystub with Y-T-D information)	the present to 12/31/16 (Estimate)	2016 taxable total
Student	\$ _____	+\$ _____	=\$ _____
Spouse	\$ _____	+\$ _____	=\$ _____
Father	\$ _____	+\$ _____	=\$ _____
Mother	\$ _____	+\$ _____	=\$ _____

2016 Estimated income from **Unemployment Compensation:**

	1/1/16 to present	the present to 12/31/16	2016 total
Student	\$ _____	+\$ _____	=\$ _____
Spouse	\$ _____	+\$ _____	=\$ _____
Father	\$ _____	+\$ _____	=\$ _____
Mother	\$ _____	+\$ _____	=\$ _____

2016 Estimated income from **all other sources** both taxed and untaxed – list the source: January – June 2016

Student \$ _____
 Spouse \$ _____
 Father \$ _____
 Mother \$ _____

I certify that the above information is true and complete to the best of my knowledge.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____
 (if using projected parent income)