

**WAUBONSEE COMMUNITY COLLEGE  
2006-07 SPECIAL CIRCUMSTANCE FORM  
INDEPENDENT**

Federal regulations provide the Financial Aid office with the opportunity to re-evaluate a student's financial aid file if special circumstances beyond your control exist that can be documented by a third party. Any student that feels the 2005 income information required to complete the 2006-07 FAFSA is not an accurate indicator of their ability to pay for educational costs may appeal using this form. Complete this form and submit to the Financial Aid office as a request to have the file re-evaluated. Attach all required documentation that supports the special circumstance checked in Step II.

Submission of this form does not guarantee a change in your financial aid eligibility and will be reviewed on an individual basis. A written response will be mailed to the student approximately two weeks after the request is received.

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**STEP I: Student Information**

Name \_\_\_\_\_ SSN# \_\_\_\_\_

Permanent Address \_\_\_\_\_  
Number and Street City State Zip

Phone (\_\_\_\_\_) \_\_\_\_\_ Date \_\_\_\_\_

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**STEP II: Reason for Submitting the Special Circumstance Form**

Check one of the following circumstances that best describes your (or your spouse's) situation. Required documentation that supports your circumstance must be attached. **Incomplete forms and/or forms submitted without documentation will not be reviewed.**

- ( ) **A.** You (or your spouse) earned money in 2005, but have lost your/his/her full-time job for at least ten (10) weeks and is still unemployed.

**Required Documentation:**

1. Statement(s) on company letterhead from ALL previous employers(s) you (or your spouse) worked for in 2005 and/or 2006 indicating:
  - Reason you (or your spouse) ceased employment;
  - Last date of employment;
  - Total earnings for the entire year of 2005 through last date of employment (including 2006); and
2. A current statement of all unemployment benefits received or anticipated in 2005 and/or 2006.

- ( ) **B.** You (or your spouse) earned money in 2005, but have changed employment **for reasons beyond your control** and are currently earning substantially less money in 2006.

**Required Documentation:**

1. Statement(s) on company letterhead from ALL previous employer(s) you (or your spouse) worked for in 2005 and/or 2006 indicating:
  - Dates of employment;
  - Reason employment ceased;
  - Your (or your spouse's) total earnings for the ENTIRE year of 2005;

- Your (or your spouse's) anticipated earnings for 2006.
2. A current statement of any unemployment benefits received or anticipated in 2005 and/or 2006.

( ) **C.** You (or your spouse) received unemployment compensation or some other taxed or untaxed income/benefit for at least ten (10) weeks in 2005, but have completely lost that income/benefit. NOTE: Income and benefits include Social Security benefits, court-ordered child support, retirement, or disability benefits--do not include loss of veteran(s)/educational benefits.

**Required Documentation:**

1. Statement of termination of the source of income--*including* dates you (or your spouse) received the benefit(s); and
2. A statement from the source of the income/benefit indicating the amounts you (or your spouse) received in 2005 and/or 2006.

( ) **D.** You and your spouse have **legally** separated or divorced since you filed the 2006-07 FAFSA and are currently living in separate residences and will continue to do so.

**Required Documentation:**

1. Copy of the 2005 Federal 1040 tax return(s) for you and your spouse;
2. Copy of all 2005 W-2 form(s) for you and your spouse;
3. Documentation of any child support paid/received due to separation or divorce (if applicable); and

If you are separated: Attach a copy of the legal separation agreement prepared by a lawyer.

If you are now divorced: Attach a copy of the final divorce decree.

( ) **E.** A financially supporting spouse has died since you filed the 2006-07 FAFSA.

**Required Documentation:**

1. Copy of your spouse's death certificate; and
2. Documentation of any income for 2006.

( ) **F.** Other circumstances have caused a significant change in income from 2005 to 2006 that you feel should be evaluated. Please provide a written explanation and any documentation that you feel will help explain and support this situation.

**Additional information may be requested and required to adequately project 2006 household income. You will be notified in writing if additional items are needed.**

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Please write a detailed explanation of your special circumstance. Attach additional pages if necessary. ***Requests without this section completed will not be reviewed.***

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**STEP III: Student's Household Expected Income for 2006**

Please estimate the anticipated income your household will earn or receive from any source during the 2006 year. If your special circumstance request is approved, your financial aid file will be revised based on the expected 2006 income listed below. If at anytime during the academic year your situation improves, you are required to notify our office immediately. List whole dollars for the entire year of 2006 and provide copies of the most recent pay stubs.

- 1. In 2006, how much will you earn from work? \$ \_\_\_\_\_
- 2. In 2006, how much will your spouse (if applicable) earn from work? \$ \_\_\_\_\_
- 3. In 2006, how much will be received in Unemployment Compensation? \$ \_\_\_\_\_
- 4. In 2006, how much will be received in Child Support? \$ \_\_\_\_\_
- 5. In 2006, how much will be received in Workers Compensation? \$ \_\_\_\_\_
- 6. In 2006, how much will be received in Social Security benefits? \$ \_\_\_\_\_
- 7. In 2006, how much will be received in AFDC or ADC? \$ \_\_\_\_\_
- 8. In 2006, how much will be received in other untaxed income, such as earned income credit, housing, food, and other living allowances from military, clergy, and others? (Include cash payments and cash value of benefits) \$ \_\_\_\_\_

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**STEP IV: Read, Sign, and Return to the Financial Aid office**

I certify that all of the information on this form and the 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 provided on this form. I also realize that I if I do not provide proof when asked, the Special Circumstances Form will not be reviewed. If approved, I certify that I will notify the Financial Aid office immediately if my situation improves or the anticipated income listed is no longer accurate. I am aware that when my file is reviewed the following year, if the anticipated income is significantly lower than actual 2006 income, I may have to pay back some or all of the financial aid funds received for 2006-07.

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Spouse's Signature Date

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**OFFICE USE ONLY**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_ Manager's Initials \_\_\_\_\_

**COMMENTS**

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