2013-14 SPECIAL CIRCUMSTANCE APPEAL

What is a special circumstance appeal?
Federal regulations require that your initial eligibility for financial aid be calculated based on the 2012 income. However, the U. S. Department of Education (USDE) recognizes that many families experience changes after the 2012 calendar year has ended. Therefore, financial aid officers are given the authority to modify the original information to take into account any unusual circumstances that occur after the 2012 tax return was filed or during the aid years of 2013 and 2014.

How do I appeal?
If you have any unusual or extenuating circumstances that you feel are not reflected on your financial aid application, please complete this form and then make an appointment with your campus financial aid officer. Please submit appropriate documentation that proves your unusual circumstances and this completed form to apply for a special circumstance.

The following do not qualify as reason(s) for requesting income reduction:
• Car payment and car insurance
• Consumer Debt such as credit cards and Chapter 7 & 11 bankruptcy
• Medical Insurance Premiums
• Mortgage and rent payments
• Home equity, IRA, 403b, 401K loans
• Standard living expenses such as utilities

What is the process?
Once your appeal is received with all appropriate documentation and reviewed by the financial aid officer, the Financial Aid Appeals Committee can meet to review it. Failure to provide the required documentation, a completed FAFSA, and the completed special circumstance appeal form could cause your appeal to be denied. Appeals are processed on a case-by-case basis. The approval of appeals from a previous institution does not affect the decision of the committee. You will be notified via e-mail from the committee (usually within two weeks) regarding your status. Please be prepared to pay for your registration expenses (tuition, fees, books and supplies) since your appeal might not be reviewed prior to the payment deadline.

Please Note: You must file a 2013-2014 Free Application for Federal Student Aid (FAFSA) and receive a financial aid offer before completing & submitting this form.

Appeals must be submitted by the following deadlines:

- Fall 2013: Wednesday, November 13, 2013
- Spring 2014: Wednesday, April 9, 2014
- Summer 2014: Tuesday, July 8, 2014
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Student’s Name __________________________________________________ ID# ______________________________
Phone Number ___________________________________________________ □ Cell □ Home □ Work

To determine if any adjustments can be made to your financial aid application, please indicate the appropriate reason below that applies to you and type a brief summary of your situation and attach the documents listed. In addition to documents requested below, students should also be prepared to provide an income outlook over a 12 month time period. This may include 2012 tax transcripts and W-2s, year-to-date income documents for 2013 along with projected income through August 31, 2014, for themselves and parents (if applicable.)

A. □ Dislocated Worker (termination, layoff, company closing, plant shutdown): A Dislocated Worker is someone who is either receiving unemployment benefits due to being laid off or losing a job and is unlikely to return to a previous occupation; was self-employed but is now unemployed due to economic conditions or natural disaster; or is a displaced homemaker.
   Last date of employment: ________________________
   Date expected to return to work: ________________
   • Unemployment benefits from Texas Workforce Commission or unemployment letter received from the state.
   • Layoff or termination notice
   • Printout of unemployment payment history

B. □ Unemployment (resignation, disability, retirement, or injury):
   Last date of employment: ______________________
   Date expected to return to work: ________________
   • Year to date check stub from ALL employers
   • Severance package including 401K/403 B plan, disability, retirement, or injury
   • Short term and/or long term disability or injury award
   • Medical documentation of injury
   • Letter of resignation

C. □ Change in employment (reduction in hours, change in employer):
   Date of Change: ______________________
   • Letter from employer indicating change in employment status
   • Year to date check stub from ALL employers
   • Documentation of start date with new employer

D. □ Death of Spouse or Parent:
   Date of Death: ______________________
   • Copy of death certificate, obituary, or funeral program
   • Year to date check stub of spouse or parent (including the surviving parent)
   • Year to date check stub of student

E. □ One-time Income (inheritance or back year social security benefits, combat pay):
   Date of loss: ______________________
   • Inheritance information
   • Letter from the Social Security Administration
   • Copy of DD214 or military orders and 1099
F. □ Unusual Medical/Dental Expenses paid out pocket during the years of 2012-2014:
   • Documentation of medical/dental expenses paid out of pocket that are not covered by insurance and exceed 11% of the total income
   • Documentation of insurance payments

G. □ Loss of other untaxed income (alimony, social security, child support, workers' compensation):
   Date of loss: ________________________
   • Court documents stating termination of benefit
   • Letter from unemployment office stating termination of this benefit
   • Termination letter from the social security office
   • Court document stating date of termination of child support benefits
   • Letter from workers' compensation office stating termination of benefit
   • Copy of signed divorce decree

H. □ Tuition expenses paid during the years of 2012-2014 at a private elementary or secondary school:
   • Letter from school on the payments made during 2012-2014

I. □ Parents enrolled in a degree, certificate, or other program leading to a recognized educational credential in a college for at least 6 semester hours but not included in the FAFSA:
   • Letters from student and parent
   • Proof of parents' enrollment/registration such as a fee statement form

J. □ Parent(s) unwilling to support education or to provide documentation to complete FAFSA.
   Please note: Under this category, dependent students qualify for an unsubsidized loan only.
   • Statement from parent(s) indicating they refuse to provide information to complete the FAFSA and that they will not provide any financial support to the student. Statement must include the date support ended.
   • If the parent(s) refuse to sign and date a statement to this effect, student must get documentation from a third party (statement from the student alone is not sufficient), such as a teacher, counselor, cleric, or court.

By my signature below, I certify that the information provided above is true and complete. I agree to provide proof of the information, if requested, and that all information submitted will become part of my confidential financial aid file and cannot be returned to me. I understand that the penalty for providing false or misleading information is a $20,000 fine, a prison sentence, or both. I understand that this information is for the 2013-2014 academic year at SJC. I also understand that the financial aid department of SJC is not required to make an adjustment to my request. In addition, I also understand that the decision of the SJC financial aid appeals committee is final and cannot be appealed to anyone or any agency including the USDE. We would like for you to understand that by submitting this appeal petition, you do not automatically qualify for need-based aid.

Student Signature __________________________________________   Date ______________________________

Parent Signature ___________________________________________   Date _______________________________