

**2011-2012 FINANCIAL AID
SPECIAL CIRCUMSTANCES APPLICATION**

Dependent

The Free Application for Federal Student Aid (FAFSA) is designed to provide a snapshot of a family's income and assets to determine their ability to contribute to the student's education costs. For some applicants, this snapshot does not reflect their current financial situation, due to some extenuating or special family circumstances. Students must fill out the Special Circumstances Application in its entirety to help create a more appropriate financial aid award. **Please note: Appealing for special circumstance is a procedure that takes time and may delay the timely processing of your financial aid; it is a process that should be considered only in cases of extenuating circumstances. Incomplete requests will NOT be processed.**

STEP ONE: The student must submit a typed, full explanation of each circumstance that is to be considered. The parent may include an additional statement.

STEP TWO: Read through each reason below and indicate **EACH** situation that is relevant to your special circumstance appeal. Students **MUST** submit **all** relevant documentation requested below to be considered.

A. _____ Loss of Employment

Provide a letter from previous employer (on company letterhead) Must include if any severance pay was received. If reemployed: a letter from the current employer stating date of hire and pay is required.

On all letters please include:

- Beginning and ending dates of employment
- Total earnings for the most recent calendar year
- The circumstances under which the loss of employment occurred (i.e. termination, laid off, contract ended, and/or being terminated.)

* Students who quit their job or are fired for their actions typically do not qualify for an adjustment.

B. _____ Military Discharge

If you have left the military attach a copy of the DD-214

***DD-214 MUST** have date of discharge, student must explain reason for discharge.

C. _____ Separation or Divorce

Attach a copy of the Divorce Decree or letter stating date of separation. Student must explain change in household.

D. _____ Death of an immediate family member

Include a copy of the Death Certificate, effect on household earnings (any inheritance).

E. _____ Medical/Dental Expenses

Provide a copy of cancelled checks, receipts, billing history or *Schedule A* from your tax return. Only medical or dental expenses paid out-of-pocket during the most recent calendar year will be considered.

F. _____ One Time Distributions

Provide explanation of why distribution was received and how funds were used/ or are being used. Provide the receipts and/or 1040, if applicable.

STEP THREE: List the people in your *parent(s)' household*, including:

- **yourself** and **your parent(s)** (including stepparent) even if you don't live with your parents, and
- your parents' **other children**, even if they don't live with your parent(s), if (a) your parents will provide more than half of their support from **July 1, 2011 through June 30, 2012**, or (b) the children would be required to provide parental information when applying for Federal Student Aid, and
- other people if they now live with your parents, and your parents provide more than half of their support and will continue to provide more than half of their support from **July 1, 2011 through June 30, 2012**.

FULL NAME	AGE	RELATIONSHIP	COLLEGE
		SELF	Brazosport College

STEP FOUR: List **ALL** Financial Resources and Expenses for the last 12 months below

1. Time frame to be evaluated: _____ to _____

INCOME	Required PARENT(S)	If Applicable STUDENT	FOR OFFICE USE ONLY
Income	\$	\$	
Unemployment Benefits	\$	\$	

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Severance Pay	\$	\$	
TOTAL INCOME:	\$	\$	

2. Below list monthly amounts of the following untaxed income and benefits.

UNTAXED INCOME AND BENEFITS	Required PARENT(S)	If Applicable STUDENT	Required TOTAL LENGTH OF BENEFIT	FOR OFFICE USE ONLY
Child Support Received	\$	\$		
Food Stamps	\$	\$		
Housing, food, and other living allowances (paid to members of the military, clergy and others)	\$	\$		
Temporary Assistance for Needy Families (TANF)	\$	\$		
Veteran's Noneducation Benefits (DIC, disability, death pension)	\$	\$		
SSI/ Disability	\$	\$		
Worker's Compensation	\$	\$		
Untaxed Portion of IRA Distribution	\$	\$		
Other (specify)	\$	\$		
TOTAL UNTAXED BENEFITS INCOME:				

STEP FIVE: Initial and complete all lines to ensure your special circumstance request is complete:

- I have completed a 2011 – 2012 FAFSA and completed my financial aid file with Brazosport College. _____ **Initial**
- I have included my 2010 income tax return (if applicable), my parent(s) 2010 income tax return, and my dependent financial aid worksheet. _____ **Initial**
- I have provided a typed, full explanation describing the circumstances that I would like to be reviewed. _____ **Initial**
- I have included my name and Student ID number on all submitted documentation. _____ **Initial**

I certify that all the information submitted on and with this application is accurate and complete.

Student Signature _____ **Date** _____

Parent Signature _____ **Date** _____

FOR OFFICE USE ONLY

DATE: ____/____/20____ **APPROVED** **DENIED**

Specialist Signature: _____ **Director Signature:** _____

Any Additional Comments:
