



Albion College

2012-13 Special Circumstances Review

Eligibility

The Office of Financial Aid realizes that some students and their families have special circumstances that affect their ability to pay for college. Many times the information on the FAFSA no longer reflects the family resources. In order to accurately assess your family's resources we ask you to complete this form. This information sheet outlines the types of circumstances we are able to consider and the request process. Should you wish to have our office review your family's circumstances please complete the Special Circumstances Review Request form.

Circumstances We Consider for Review

- 1) Death of a Parent or Guardian
- 2) Divorce and Legal Separation
- 3) Change in Financial Resources
 - Unemployment or significant change in earnings
 - Disability of student or parent
 - Loss of non-recurring income or benefits
 - One-time income
 - Un-reimbursed medical or dental expenses

Circumstances We Do Not Consider

Due to limited funding, our office is unable to consider the following types of expenses or adjustments to income when determining your financial aid eligibility.

- Losses from real estate, business or investments in the current year
- Consumer debt, including credit card debt

Timing of the Request Process

Families that experience a change in the household size due to death of a parent or divorce/separation will have their information reviewed upon receipt of a completed Special Circumstance Review Form. Forms may be submitted at any time and we encourage families to provide the information as early as possible.

Families that experience a change in their financial circumstances will be asked to complete the Special Circumstance Review request after receipt of the initial award notification. We ask that at least three months elapse from the initial change in circumstance prior to completing this request. This allows our office to use financial figures that better estimate the change in your family resources.

Steps to Completing the Special Circumstance Process

1. Complete your FAFSA.
2. Complete the Special Circumstance Review Form and attach any supporting documentation requested.
3. Submit a letter explaining your special circumstance.
4. Students will be notified once their request has been reviewed.
Email notification will be sent for revisions in the student's financial aid award.

Estimated Income

Please complete the estimated income grid on the Special Circumstances Review Form. Make sure to complete any anticipated income from both taxable and non-taxable sources. Report the information in annual amounts and include a total for each source.

If you have income from a source not listed please indicate that source on the line labeled 'Other' and explain the income type.

Required Documentation

Along with the Review Request you must submit:

- Signed copy of the parent 2011 U.S. tax return
- Signed copy of the student 2011 U.S. tax return
- 2012-13 Dependent Verification Worksheet

Supporting Documentation

Below is an example of supporting documentation needed for the different types of special circumstances. Please make sure to attach appropriate documentation to support your request.

- 1) Death of parent
 - Copy of death certificate
 - Copy of both parent's 2011 W-2 forms
 - Statement from deceased parent's employer, insurance company and/or Social Security Administration detailing the amount and duration of death benefits.
- 2) Divorce/separation
 - Copy of court-filed legal separation document or divorce decree which state's 1) date of divorce/separation, 2) list of current household members, 3) amount and duration of child support 4) educational support, 5) alimony or maintenance support paid to custodial parent, 6) division of parental assets.
 - Copy of both parent's 2011 W-2 forms
 - Documentation to verify separate households (i.e. separate lease agreements)
- 3) Unemployment or significant drop in income
 - Letter from employer(s) indicating date of termination of employment, reduction in working hours or reduction in salary or wages.
 - Copy of last pay stub(s) from previous employment (including 2012 year-to-date earnings).
 - Copy of most recent pay stubs from new employer (including 2012 year-to-date earnings).
 - Documentation, including amount and duration of benefits such as severance, lump sum buyout, sub-pay or retirement income.
 - Documentation of unemployment benefits.
- 4) One-time income (capital gain from property sale, inheritance, severance pay, etc.)
 - Letter explaining the type and amount of one-time income that was received in 2011 and will not be received in 2011.
 - Documentation to verify how money was spent or invested.
- 5) Disability of student or parent that has prevented employment for at least twelve weeks in 2012.
 - Supporting medical documentation.
 - Statement from employer or insurance company detailing amount and duration of disability benefits.
- 6) Loss of non-recurring income or benefits
 - Copy of documentation from the appropriate agency indicating current benefits, reduction in benefits, and/or when benefits ended.
- 7) Medical or dental expenses that exceeded five-percent of your parent's adjusted gross income.
 - Provide a copy of the Schedule A from the parent's 2011 federal income tax return.
 - If deductions were not itemized on the tax return provide proof of insurance premiums paid and an itemization and copies of medical/dental costs paid in 2011 which were not covered by insurance.
 - Do not include amounts covered by insurance, flex benefits or insurance premiums paid by your employer.

2012-13 Special Circumstances Review Request - Dependent

Student Name _____ ID Number _____

1. Reason for Request

- | | |
|--|---|
| <input type="checkbox"/> Death of parent
<input type="checkbox"/> Unemployment or significant drop in income
<input type="checkbox"/> Loss of child support/social security benefits
<input type="checkbox"/> Other income reduction – please specify _____ | <input type="checkbox"/> Legal separation/divorce of parent
<input type="checkbox"/> Disability of a primary wage earner
<input type="checkbox"/> One-time income |
|--|---|

2. Provide an accurate itemization of all income your parents expect to receive or have already received between January 1, 2012 and December 31, 2012. Please report annual amounts.

Taxable Income	Step/Father	Step/Mother	Total
a. Wages, salaries and tips	\$ _____	\$ _____	\$ _____
b. Unemployment benefits/ Severance	\$ _____	\$ _____	\$ _____
c. Retirement/pensions/annuities	\$ _____	\$ _____	\$ _____
d. Alimony	\$ _____	\$ _____	\$ _____
e. Interest/dividend income	\$ _____	\$ _____	\$ _____
f. IRA distribution	\$ _____	\$ _____	\$ _____
g. Other (specify) _____ (capital gains, partnerships/trusts rents, royalties, business/farm income)	\$ _____	\$ _____	\$ _____
Total Taxed Income			\$ _____

Untaxed Income			
a. AFDC/ADC or TANF	\$ _____	\$ _____	\$ _____
b. Social Security benefits/SSI	\$ _____	\$ _____	\$ _____
c. Disability/worker’s compensation	\$ _____	\$ _____	\$ _____
d. Child support received	\$ _____	\$ _____	\$ _____
e. Other (specify) _____ (payments to tax deferred pensions)	\$ _____	\$ _____	\$ _____
Total Untaxed Income			\$ _____

Credits/Payments			
a. Education credits	\$ _____	\$ _____	\$ _____
b. Child support paid	\$ _____	\$ _____	\$ _____
Total Credits/Payments			\$ _____

3. Required Documentation:

Include 2012-13 Dependent Verification Worksheet, with signed copies of the student and parent 2011 U.S. tax returns. Please provide all supporting documentation for your special circumstance.

4. Explanation of Special Circumstances

Please attach a letter explaining your family’s special circumstances.

5. Certification

I hereby certify that the information contained on this form and attached documentation represents all anticipated sources of income for the 2011 calendar year. I agree to provide any additional information requested by the Office of Financial Aid and Scholarships to support the above estimates.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____