

#### **Office of Student Financial Services**

# **Special Circumstances Form**

2012-13 School Year

At some point in the financial aid process, you have indicated circumstances that you would like for us to review as we process your financial aid. Follow the steps below and return this form with the appropriate documentation to the address at the end of this form. Once the information is reviewed, you will be notified of the decision be the Office of Student Financial Services. All decisions are final. If you have questions, please contact the Office of Student Financial Services at (731) 989-6662.

- File the 2012-2013 FAFSA. You can apply online at www.fafsa.ed.gov.
- Complete Section A of this form.
- In Section B, check all boxes which apply to your situation.
- Complete the Income Assessment Form in Section C.
- Student and Parent (if student is dependent) read the certification and sign in Section D.
- Attach a detailed letter documenting your circumstances to this Request Form.
- Attach a signed copy of your and your parent's (if dependent) 2011 tax returns.
- Return this form with attachments to the Office of Student Financial Services of Freed-Hardeman University.

### **SECTION A - STUDENT INFORMATION**

Name	Social Security Number		
Address			
City	State	Zip Code	
Parent(s) whose information w	as provided on your FAFSA:		
Mother's (Stepmother's) Name			
Father's (Stepfather's) Name			
Telephone number (where you	ı or your parent can be reached	d in the event of questions):	
Student Phone Number			
Parent Phone Number			

List the people in your household, including yourself. List the name of the college for any member (excluding parents) who will attend college at least half-time between 7/1/12 and 6/30/13.

Full Name	Age	Relationship	College
		Self	Freed-Hardeman University
SECTION B – SPECIAL CIRCUMS	TAN	CES	
From the list provided, indicate the reason fo	r the re	quested review of	your family's financial situation.
<ul> <li>Loss of a Job, or Parental Loss of Job</li> <li>Separation Notice/Termination Notice termination.</li> <li>Documentation of severance package</li> <li>Statement of Unemployment Benefit</li> </ul>	e (if one	e exists).	employer showing effective date of
Loss of Untaxed Income			
Loss of Social Security Benefits			
<ul> <li>Provide notification of termination</li> </ul>	ion of b	enefits	
Loss of Child Support			
<ul> <li>Provide court documentation st</li> </ul>	ating th	ne date of terminat	ion of benefits.
Loss of Worker's Compensation			
<ul> <li>Provide appropriate official doc</li> </ul>	umenta	ntion stating date o	f termination of benefits.
Other: Please specify and provide app	oropria	te documentation.	
Loss of Taxable Income			
Loss of Alimony			
<ul> <li>Provide court documentation st</li> </ul>	ating th	ne date of terminat	ion of benefits.
Loss of Unemployment Benefits			
	the une	mployment office s	stating date of termination of benefits.
Other: Please specify and provide app	propria	te documentation.	
☐ Excessive Medical Expenses			

Payments made out of pocket beyond what your insurance covers.

Do not include insurance premium costs.

- Provide bills showing the expenses.
- Provide proof of personal payment of the expenses in question (check stubs, receipts, etc.)

#### Lump Sum (one-time) income

This could include, but is not limited to inheritance, moving expense allowance, lump sum retirement payments, etc.

• Provide appropriate documentation identifying the income in question and how the funds were spent of invested

Other Circumstances	
Please List	

### SECTION C - INCOME ASSESSMENT FORM

Please complete the table below to help us assess your actual income for 2012. Report all income you expect to receive through December 31, 2012 in the appropriate boxes. You must include documentation supporting all income. This documentation could include but is not limited to:

- Recent pay stubs showing year-to-date earnings (since January 1, 2012)
- A letter from your employer stating total 2012 projected and or actual earnings
- W-2 Forms

#### Parent Income and Asset Information (For Dependent students only)

Income for 2012 (Jan.1 to Dec. 31)	Actual 1-1-12 to Today	Estimated Today to 12-31-12	Total=Actual + Estimated
FATHER: expected income earned from work (wages, salaries, tips, net farm or business)	\$	\$	\$
MOTHER: expected income earned from work (wages, salaries, tips, net farm or business)	\$	\$	\$
Other Taxable Income: (dividends, interest, pensions, annuities, alimony, unemployment, compensation, capital gains) SOURCE:	\$	\$	\$
Social Security Benefits	\$	\$	\$
Child Support Received	\$	\$	\$
Other untaxed income: (earned income credits, welfare benefits, workers comp., payments to IRA/Keogh, etc) SOURCE:	\$	\$	\$
Total Parental Income for 2012	\$	\$	\$

Please list your current asset information (if a	any of the followin	g are applicable):	
Net Worth means market value of the asset mil	nus the debt on the	asset	
<ul> <li>Current amount of cash, savings, and che</li> <li>Current net worth of real estate/investme</li> <li>Current net worth of farm or business:</li> </ul>	_	\$ ne): \$ \$	
Student In	come and Asset	nformation	
Income for 2012 (Jan.1 to Dec. 31)	Actual 1-1-12 to Today	Estimated Today to 12-31-12	Total=Actual + Estimated
STUDENT: expected income earned from work (wages, salaries, tips, net farm or business)	\$	\$	\$
SPOUSE: expected income earned from work (wages, salaries, tips, net farm or business)	\$	\$	\$
Other Taxable Income: (dividends, interest, pensions, annuities, alimony, unemployment, compensation, capital gains) SOURCE:	\$	\$	\$
Social Security Benefits	\$	\$	\$
Child Support Received	\$	\$	\$
Other untaxed income: (earned income credits, welfare benefits, workers comp., payments to IRA/Keogh, etc) SOURCE:	\$	\$	\$
Total Student and/or Spouse Income for 2012	\$	\$	\$
Please list your current asset information (if a	any of the followin	g are applicable):	
Net Worth means market value of the asset min	nus debt on the ass	et	
<ul> <li>Current amount of cash, savings, and che</li> <li>Current net worth of real estate/investme</li> <li>Current net worth of farm or business</li> </ul>	cking: nts (other than hon	\$ ne): \$ \$	
SECTION D - CERTIFICATION A	ND SIGNATU	IRE	
My signature below certifies that the information of the information if and/or when requestional information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a \$10,000 fine, a property of the information is a property of the inf	iested. I understan	d that the penalty	
Parent Signature		Date	
Student Signature		Date	
Spouse of Student Signature		Date_	

FOR OFFICE USE ONLY	
☐ Student Not Eligible	
☐ Special Circumstances Adjustment Request Denied	
Comments	
Special Circumstances Adjustment Approved	
FA AdministratorDate	

Office of Student Financial Services

## Freed-Hardeman University

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