



Office of Financial Aid

Special Circumstance Form 2011-2012

Name: _____ SSN or Student ID: _____

Phone: _____ E-mail: _____

If your family has experienced a major financial reduction in income and your income and benefits for 2011 will be lower than your previous income and benefits for 2010 or you have special financial problems that could not be reported on your FAFSA, we may be able to reevaluate your financial need. The reduction must result from one of the special conditions listed below, occurring between January 1, 2011 and December 31, 2011. Families and students must realize that financial aid funds are limited and aid programs have statutory limits on the amount a student can receive each year. Additional funds, if available, will usually take the form of a new or increased loan.

Check the condition listed below that describes the change in your situation. **In addition to the requirements shown, below, provide signed copies of the 2010 Federal Income Tax Return of the parent(s) and the student, (and the student's spouse, if married) and W-2's.**

- In the event of a parent or spouse's death after student filed 2011-2012 FAFSA.
(Attach a copy of death certificate)

- Parents have separated or married student has separated **after January 1, 2011**. Enter date of marital separation: _____. Attach a copy of legal separation agreement letter from attorney on legal firm's letterhead stating when legal proceeding will begin.

- Parent or spouse of students suffered permanent and total disability **after January 1, 2011**. Enter date of disability: _____. Attach the following documentation:
 - Signed letter from a physician stating the extent and duration of disability (stamped signature not acceptable)
 - Documentation of year-to-date income
 - Disability benefit statement from Social Security Administration

- Parents or an independent student (and spouse, if married) will experience an overall income reduction of at least 20 percent **after January 1, 2011**. Loss of income must result from retirement or change in employment. Enter date of change: _____. Attach the following documentation:
 - Dated letter of resignation or termination
 - Documentation of year-to-date income
 - Documentation of lump sum annuity if paid out

- Untaxed income has ceased or has been reduced **after January 1, 2011**. Enter date of change: _____.
 - Attach supporting documentation.

Attach a written explanation of reduction in income (Must be completed and signed by parent or independent student).

Estimated Income Information

Complete both of the sections (Gross Taxed and Untaxed) below with income before exemptions adjustments, or deductions) that you or your family expects to receive from January 1, 2011 through December 31, 2011. Complete all items. If there will be no income in any specific category, write NONE in the income box for the category. **(Parents and students must attach complete, signed copies of 2010 Federal Income Tax Returns)**

| Student | Spouse | 2011 Estimated Gross Taxable Income | Father | Mother |
|---------|--------|---|--------|--------|
| \$ | \$ | 1. Wages, salaries, tips (include severance pay). | \$ | \$ |
| \$ | \$ | 2. Pensions and annuities. | \$ | \$ |
| \$ | \$ | 3. Interest and dividends and capital gains. | \$ | \$ |
| \$ | \$ | 4. Business or farm income. | \$ | \$ |
| \$ | \$ | 5. Social Security benefits (taxable). | \$ | \$ |
| \$ | \$ | 6. Income received from rents after expenses paid for mortgage. | \$ | \$ |
| \$ | \$ | 7. Alimony. | \$ | \$ |
| \$ | \$ | 8. Unemployment compensation. | \$ | \$ |
| \$ | \$ | 9. Any other taxed income. | \$ | \$ |
| \$ | \$ | Total 2011 Estimated Income | \$ | \$ |
| Student | Spouse | 2011 Estimated Untaxed Income | Father | Mother |
| \$ | \$ | 1. Payment to tax deferred pension and saving plans (directly or withheld from earnings). Include untaxed contributions to 401k and 403 plans. | \$ | \$ |
| \$ | \$ | 2. Deductible IRA and/or Keogh payments. | \$ | \$ |
| \$ | \$ | 3. Social Security benefits (include SSI and disability.) | \$ | \$ |
| \$ | \$ | 4. Retirement or disability benefits. | \$ | \$ |
| \$ | \$ | 5. Worker's Compensation. | \$ | \$ |
| \$ | \$ | 6. Welfare benefits including Temporary Assistance for Needy Families (TANF). Do not include food stamps. | \$ | \$ |
| \$ | \$ | 7. Untaxed portions of pensions. | \$ | \$ |
| \$ | \$ | 8. Living and housing allowances (excluding rent subsidies for low income housing) for clergy, military and other (include cash payments or cash value benefits.) | \$ | \$ |
| \$ | \$ | 9. Child support or money paid behalf of the student of the family. | \$ | \$ |
| \$ | \$ | 10. Cash support or money paid on behalf of the student or the family. | \$ | \$ |
| \$ | \$ | 11. Veteran's benefits (except student's educational benefits). | \$ | \$ |
| \$ | \$ | 12. Railroad retirement benefits. | \$ | \$ |
| \$ | \$ | 13. Railroad retirement benefits. | \$ | \$ |
| \$ | \$ | 14. Cash or any money paid on your behalf, not reported elsewhere on this form. | \$ | \$ |
| \$ | \$ | Total 2011 Estimated Untaxed Income | \$ | \$ |

Certification

Return this form with the following to the Office of Financial Aid, 14000 Jericho Park Road, Bowie, MD 20715.

- Complete signed copy of parents 2010 Federal Income Tax Return and W-2's
- Complete signed copy of student's 2010 Federal Income Tax Return (and spouse if student is married) and W-2's
- All other required supporting documentation

I certify that the information on this form is true and correct to the best of my knowledge and belief. **I understand that if I underestimate 2011 income, I may lose eligibility for future aid and have to repay financial aid.**

| | | |
|----------------|-------------------------------|------|
| Name of parent | Signature (Must be Notarized) | Date |
|----------------|-------------------------------|------|

Complete address of parent

| | |
|--|------|
| Signature of independent student (Must be Notarized) | Date |
|--|------|

THIS FORM WILL NOT BE REVIEWED WITHOUT REQUIRED DOCUMENTATION.

You will receive a response to this request approximately 2 weeks after receipt of all required documentation.

(This space intentionally left blank for space of notary seal)

