



2009-2010 SPECIAL CIRCUMSTANCE APPLICATION

The purpose of a Special Circumstance application is to update the information submitted on the Free Application for Federal Student Aid (FAFSA) from the 2008 information to the 2009 information. Once this update is complete, an adjustment to your Expected Family Contribution (EFC) may be made. **These adjustments will only be made if the income information reported on your 2008 taxes is more than your anticipated 2009 income** with the exception of: a parent in college, medical expenses, and educational expenses. This adjustment in the Expected Family Contribution **may not** result in additional financial aid. **It may not be in your best interest to wait until this application is processed before paying your bill.**

ALL APPLICATIONS MUST INCLUDE THE FOLLOWING:

Dependent students must submit the following documents for themselves and their parent(s).

Independent students must submit the following documents for themselves and their spouse.

- A signed copy of your 2008 Federal Tax Return with all pages and schedules attached.
- A copy of your 2008 W-2s
- Most recent/last paycheck stub. Write frequency of pay on stub (i.e. biweekly/monthly). Paycheck stubs are not needed for medical/educational expenses or parent in college.
- Documentation that verifies all untaxed income reported on the 2009-2010 FAFSA (e.g. alimony, child support, disability).

Note 1: Tax returns filed by a preparer must have an EIN or preparer's signature and social security number.

Note 2: IRS Tax Form 8453 or 8879 is not acceptable

Note: You MUST meet one of the following special circumstances in order to be considered.

- **Layoff/Termination/Reduced Hours or Wages (must be laid off 10 weeks prior to application)**
Additional Documentation Required: Letter from employer stating the effective date of layoff/termination and last paystub. If laid off, letter should include anticipated date of return. If reduced hours/wages, letter should state when the reduction began and how many hours you will be working for the remainder of the year. If you are receiving unemployment/severance etc., please include documentation of total payments anticipated/received between Jan – Dec 2009.
- **Loss of Alimony/Child Support/Social Security/Unemployment (monies received in 2008 that was decreased or ceased in 2009)**
Additional Documentation Required: If loss of alimony/child support, submit recent court documentation such as a divorce decree or termination order stating the effective date of new situation and total amount received/anticipated between Jan – Dec 2009. If loss of social security/unemployment, submit letter from Agency stating last date of payment and total amount received/anticipated from Jan-Dec 2009.
- **Divorce/Separation/Death of Parent or Spouse (must have occurred after you filed the FAFSA)**
Additional Documentation Required: If divorce/separation, submit court documentation such as a divorce decree or separation agreement stating effective date of new situation. If you are receiving alimony or child support, please include documentation of total payments anticipated/received between Jan – Dec 2009. If death of a parent/spouse, submit a copy of Death Certificate.
- **Parent in College (must be enrolled at least half-time – 6 undergraduate/4 graduate credit hours)**
Additional Documentation Required: Submit a copy of parent's class registration and a receipt indicating amount paid or amount financed for specified term.
- **Medical/Dental Expenses or Elementary/Secondary Tuition Expenses**
Additional Documentation Required: Medical/dental expenses **must exceed at least 10% of total 2008 income.** If medical/dental expenses, submit copy of Schedule A or canceled checks for expenses paid by you and not insurance company. If elementary/secondary tuition expenses, submit letter from school stating amount paid between Jan – Dec 2008.

THE APPLICATION DEADLINE IS FEBRUARY 1, 2010.

PROCESSING OF THIS APPLICATION TAKES 4-6 WEEKS FROM THE TIME ALL REQUIRED DOCUMENTS HAVE BEEN RECEIVED.

YOU WILL BE CONTACTED VIA MAIL AND THROUGH FLASHLINE ONCE PROCESSING IS COMPLETE.

NON-FILING STATEMENT

Complete this section only if student, student’s spouse, or student’s parent(s) **DID NOT FILE A TAX RETURN**. If you received a 2008 IRS W-2 or 1099, provide a copy with this form.

Student Signature Date

Student’s Spouse’s Signature Date

Father’s Signature Date

Mother’s Signature Date

CERTIFICATION STATEMENT

All information on this application is true and complete to the best of my knowledge. If requested, I agree to provide further documentation to substantiate the information provided. I understand that any false information may result in cancellation of any current or future financial aid award(s) **and** that I may be required to repay any financial aid that was awarded based on the recalculation of the Expected Family Contribution (EFC).

Student Signature Date

Spouse Signature Date

Parent Signature Date
(if student is dependent)

NOTICE: The deadline for submitting this application is **February 1, 2010**. In order to be considered for any adjustments that may occur with financial aid, the student must be enrolled and meet all compliances when the Special Circumstance application is processed.

Processing of this application takes **4-6 weeks from the time all required documents** have been received in the Student Financial Aid Office. You will be notified by mail and through Flashline of any adjustments made to your Expected Family Contribution and/or Financial Aid Award. You can access your Flashline account to view specific changes made to your award at <http://flashline.kent.edu>.

Mail to: Student Financial Aid Office
Attn: Professional Judgment
800 East Summit Street
P.O. Box 5190
Kent, OH 44242-0001

Phone: (330) 672-2972
Fax: (330) 672-4014
Location: 103 Schwartz Center
Email: finaid@kent.edu
Website: www.sfa.kent.edu

For Office Use Only:		
Prior Year Application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application Decision	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied