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Received date: \_\_\_\_\_

**Las Positas College  
SPECIAL CIRCUMSTANCES PETITION 2011-2012 - INDEPENDENT STUDENT**

<b>Student Name:</b>	<b>Date:</b>
<b>Address:</b>	<b>W#:</b>
<b>City, State, Zip:</b>	<b>SS#:</b>
<b>Email (WRITE CLEARLY):</b> <i>(Our response will be emailed to this address)</i>	<b>Phone #:</b>

According to federal laws and regulations, your (and your spouse's) 2010 income is used to assess your eligibility for financial aid for the 2011-11 school year. However, there are "special circumstances" under which we may be able to recalculate your eligibility for financial aid, which may include:

- ◆ Your (and your spouse's) 2011 income will be less than 2010 income
- ◆ Your family's circumstances have changed (divorce, separation, death of spouse)
- ◆ You or your spouse have unusual debts (excluding personal loan or credit card debt)
- ◆ Your family has unusually high medical/dental expenses (in excess of 11% of total income)
- ◆ Your family paid or is paying tuition/fees for private **elementary/secondary** education for your dependent(s)
- ◆ Your family is paying for adult care expenses

**What to do now?**

1. If you or your spouse meet at least one of the circumstances listed above, complete the sections of this form that pertain to you, and submit it to the Financial Aid Office with all required documentation.
2. **If we have not already requested and collected a copy of your 2010 federal tax return you will need to submit a signed copy to our office to be reviewed prior to our processing any changes presented on this Special Circumstances petition.**
3. Incomplete applications or missing documentation will not be processed or reviewed.
4. Financial Aid staff will review all information presented and make adjustments if warranted. You will receive a response in the mail advising of approval or denial of your request.
5. We will not process "loss of income from work" adjustments based on estimated annual income after November 15<sup>th</sup> each year. We will require submission of actual 2011 federal taxes for documentation of adjustments, which will delay review until student and spouse are able to accurately file and provide signed copies of 2011 federal taxes.
6. Check Class Web for updates to your application status, eligibility, or awards.

**LOSS OF INCOME FROM WORK**

Check the circumstance that applies to your situation, and complete the Income Worksheet on page 3 of this form. **You must provide official documentation of earnings to the date you submit this form (final pay stub, employer's statement, etc.), as well as documentation of any unemployment or disability benefits received or anticipated January through December 2011.** If after November 15, 2011, or if you or your spouse are self-employed, do not submit this application to our office until 2011 federal taxes have been completed. *We will not accept estimated 2011 income or benefits after November 15, 2011.*

- Layoff** Provide an official letter from employer stating the effective date of the layoff and/or anticipated return.
- Termination** Provide an official letter from employer stating the effective date of termination, and/or documentation from the Department of Labor, including all benefits received and anticipated in 2011.
- Disability** Attach medical documentation of the disability and the effective date. For your privacy, do not include specific nature of disability.
- Quit or reduced employment** Provide an official letter from employer stating the effective date, scheduled weekly hours and pay rate or copy of your resignation letter.
- Release from Active Duty** Provide copy of DD214 as documentation. To qualify, must have served at least 30 weeks in 2010). Date of release from Active Duty per DD214: \_\_\_\_\_
- Other** \_\_\_\_\_  
Specify other circumstance and provide appropriate documentation.

**LOSS OF SUPPORTIVE INCOME**

Check the circumstance that applies to your situation, and complete the Income Worksheet on page 3 of this form.

- Alimony** Provide court documentation indicating date of termination.
- Unemployment** Provide documentation from the Department of Labor indicating the beginning and ending dates of this benefit and the amount received in 2011.
- Child Support** Provide court documentation indicating date of termination.
- Other** \_\_\_\_\_  
Specify other circumstance and provide appropriate documentation.

**ONE-TIME INCOME**

Complete the Income Worksheet on page 3 of this form.

- In 2010, you or your spouse received a one-time source of income such as: inheritance, moving expense allowance, back-year social security payments, IRA distribution, etc. Provide a signed copy of your and spouse’s 2010 federal income tax return indicating moving expenses, IRA distribution, documentation from the Social Security Administration of back-year payments, etc. Additional documentation may be requested by Financial Aid after initial review. **Note: Winnings from gambling/lottery will not be excluded nor considered a special circumstance.**

\_\_\_\_\_  
List the one-time source of income and amount - must provide documentation.

**DIVORCE/SEPARATION/ DEATH OF SPOUSE**

Complete the Income Worksheet on page 3 of this form.

- Since applying for financial aid, you have become divorced or separated. Provide legal documentation of the date of the divorce or separation, copies of your and spouse’s 2011 W-2(s) and signed 2010 federal income tax returns.
- Since applying for financial aid, your spouse is no longer living. Provide copy of death certificate, copies of your and spouse’s 2011 W-2(s), and signed 2010 federal income tax returns.

**UNUSUALLY HIGH MEDICAL/DENTAL EXPENSES or COBRA PAYMENTS**

If you or your spouse itemized medical/dental expenses in 2010, provide a signed copy of the 2010 federal income tax return, including Schedule A. If medical/dental expenses were not itemized in 2010, provide **receipts** of medical and dental expenses **paid** (and not covered by insurance/3<sup>rd</sup> party) in 2010 or 2011, along with statement from insurance company or health care provider verifying expenses were not paid by external source or insurance.

You may only claim medical/dental expenses for yourself, your spouse, or the dependents included on your application for financial aid. List below the family member for whom medical/dental expenses were incurred in 2010 or 2011:

Name of Family Member	Relationship to Student
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**ELEMENTARY/SECONDARY EDUCATION AND ADULT CARE EXPENSES**

Provide documentation for each family member whom you included in your family size on your application for financial aid for whom you paid tuition/fees for private elementary or secondary education, or adult care expenses during 2010 or 2011.

Name of Family Member	Relationship to Student
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Documentation required: Signed 2010 federal income tax return (to verify dependents) and receipts for tuition or adult care payments made in **calendar year** 2010 or 2011.

**UNUSUAL DEBTS**

- Unusual debts (legal fees for divorce, adoption, education loans) for which you or your spouse are currently making payments. Provide receipts or a payment summary from the person, company, or agency to whom or which money is owed. Documentation must include the following, and must have been incurred by student or spouse. Review will be on a case by case basis, and personal or credit card debt will not be considered or approved.
- Type or cause of debt
  - Owed by whom Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_
  - Amount of original debt
  - Balance owed on debt
  - Monthly payment amount
  - Date incurred
  - Date payments began and date payments end



