

2021-2022 Request for Special Circumstances Form

Student Name: _____ **SCC Student ID#:** _____

The purpose of this form is to assist you in requesting a review of your financial aid eligibility due to changes in circumstances not addressed on your original financial aid application (FAFSA). **Requests made on or after January 1, 2022 will be required to submit 2021 tax information and will not be reviewed until this information is received. One Special Circumstance will be processed per award year and no requests for a given award year will be accepted after the end of that award year.**

Due to data security guidelines, all forms must be submitted to our office using one of the following methods: in person, faxed, mailed through U.S. Postal Service, or electronically using our secure drop box at <https://uploads.southeast.edu/financialaid>. We cannot accept emailed forms.

NOTE: Examples of **ineligible** special circumstances include:

- Student or parents do not wish to borrow to cover for educational expenses
- Expenses such as credit card debt, wedding expenses, and other personal debt incurred
- Parent(s) of undergraduate students refusing to contribute to educational expenses
- Parent(s) payment of student loans for a sibling
- Parent(s) attending college

This request does not guarantee that you will be eligible for additional financial aid.

In many cases adjustments made to your FAFSA, due to special circumstances, do not result in significant changes to your family's EFC and therefore, will not change your financial aid package. *Please be aware that if you filed your 2021-2022 FAFSA and received an EFC = ZERO (0), you've already received the maximum in federal aid. Submitting this appeal will not result in a change to your financial aid award.*

Please follow Steps 1-5:

1. List the Following Information Below:

- **Independent Students:** Include you, your spouse and children living in your household
- **Dependent Students:** Include your parent(s) even if you do not live with them, and siblings who are also dependents of your parents (parent provides more than half of their support) and any other members of the household your parents support.

Full Name	Age	Relationship to you	Name & State of College Attending
		Self	Southeast Community College

2. Indicate the circumstance(s) below and provide the documentation required for review:

Check one or more	Unique Circumstance for Consideration	Documents required to submit for review
	<p>A significant change of income in 2020 compared to 2019</p> <p>Or</p> <p>Loss of Employment that reduced family income in 2020.</p>	<p>Independent Students:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signed copy of your (and spouse’s if applicable) 2020 Federal Tax Return <input type="checkbox"/> Copy of your (and spouse if applicable) 2020 W2’s <input type="checkbox"/> If you did not and are not required to file taxes please check here: _____ <input type="checkbox"/> If your spouse was not required to file taxes please indicate here: _____ <input type="checkbox"/> If you are not required to file taxes please provide an explanation of how you support yourself. <p>Dependent Students:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signed copy of 2020 Federal Tax Return for parent(s) <input type="checkbox"/> Signed copy of 2020 Federal Tax Return for student <input type="checkbox"/> Copy of 2020 W2’s for parent(s) <input type="checkbox"/> Copy of 2020 W2’s for student <input type="checkbox"/> If parent(s) did not file and are not required to file taxes please indicate here: _____ <input type="checkbox"/> If student did not file and is not required to file taxes please indicate here: _____ <input type="checkbox"/> If parents are not required to file taxes please provide an explanation of how they are able to support the family.
	<p>A significant change of income in 2021</p> <p>Or</p> <p>Loss of Employment that reduces family income in 2021.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Copies of all student pay stubs for 2021 to-date <input type="checkbox"/> Copies of all parent(s) pay stubs for 2021 to-date <input type="checkbox"/> Severance Statement if Applicable <input type="checkbox"/> Copy of Unemployment Benefits <input type="checkbox"/> If person has returned to work, copy of recent pay stub(s) and date of hire <input type="checkbox"/> Completed “Projected Income Statement for 2021” that is provided below
	<p>One-Time Non-Recurring Income</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Give source and amount of income <input type="checkbox"/> Documentation of what funds were used for <input type="checkbox"/> Copy of 1099 or IRA/Retirement distribution
	<p>Death of Spouse or Parent</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of Death Certificate or obituary
	<p>Divorce or Separation</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of Divorce Decree or Separation Agreement (if neither is available, attach a signed statement indicating separation effective date and proof of individual residences)
	<p>Unusual Medical and/or Dental Expenses (Paid out of Pocket)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Provide explanation of the healthcare expenses incurred <input type="checkbox"/> Attach a copy of 1040 Schedule A

3. On a separate page, provide a statement that describes your unique circumstances in more detail, and submit it with your documentation.
4. If you selected “A significant change of income or loss of employment for 2021” (in the previous chart), complete the projected income statement below. Please place zeros or ‘NA’ on lines that would otherwise be blank.

Projected Income Statement for 2021	
Estimated Taxable Income	2021
Estimated Student (& spouse) taxable wages on tax return	\$
Estimated Father/Stepfather’s taxable wages on tax return	\$
Estimated Mother/Stepmother’s taxable wages on tax return	\$
Estimated interest and dividends	\$
Estimated Net Income from business, farm, rents, royalties, partnerships, estates, trusts or other gains	\$
Estimated Other Taxable Income such as alimony, severance pay, capital gains	\$
Estimated IRA/Pension: Total: Rollover:	\$
Estimated Unemployment Compensation	\$
Other (source: _____)	\$
TOTAL TAXABLE INCOME:	\$

Estimated Untaxed Income	2021
Estimated Pre-Tax pension contributions (difference between “Medicare Wages” and “Taxable Wages” on W-2)	\$
Estimated Deductible IRA, SEP, SIMPLE, Keogh Payments	\$
Estimated Tax-Exempt Interest	\$
Estimated Worker’s Compensation	\$
Estimated Child Support Received for all Children	\$
Estimated Social Security Benefits (for all Family Members)	\$
Estimated Other Income - Source:	\$
TOTAL UNTAXED INCOME:	\$

5. Sign the Certification Statement on the next page.

(Forms that are submitted without documentation or all necessary signatures will not be considered.)

Certification Statement

All of the information provided by the undersigned is true and complete to the best of my/our knowledge. If asked by an authorized official, I/we agree to give proof of the information provided on this form. I/we realize that underestimating projected income could result in reduced eligibility, repayment of aid or both. I/we further understand that purposely giving false or misleading information to obtain student financial aid may subject me/us to fines or other penalties.

Everyone who has provided information on this form must sign below. The student and at least one parent (if parental information is given) must sign below or this form will be returned unprocessed.

E-signatures will NOT be accepted

_____ I/we have answered all questions that apply to the indicated circumstance(s).

_____ I/we have attached copies of all requested documentation.

Independent Student:

Student Signature: _____ Date: _____

Spouse Signature: _____ Date: _____

(If student is married)

Dependent Student:

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parent Email: _____

Parent Phone Number: _____