



2017-2018 Request for Review of Special Circumstances

Last Name	First Name	MI	Social Security Number XXX-XX-	Student ID Number

You may request a Review of Special Circumstances if you believe that you or your family’s 2015 income is no longer a fair representation of your situation, and at least 8 weeks has elapsed after your situation/condition has changed.

Submission Dates: Special Circumstances form will **ONLY** be accepted during the following dates:

- **Fall 2017** July 5, 2017 - November 24, 2017.
- **Spring 2018** January 5, 2018 - April 27, 2018. During this period, in addition to the required documents, you must submit **2017 W-2s** and **signed 2017 federal tax return** (1040, 1040A, 1040EZ), or 2017 tax return transcripts.
- **Summer 2018** June 30, 2018

Please Note the Following:

- Upon completion of your Special Circumstances review, your updated FAFSA may be selected for verification. The verification process may require the submission of additional forms and/or documents.
- We must have the valid electronic FAFSA information by the last day of your enrollment period in order to determine your eligibility.

Instructions

- Please type or print clearly.
- All items on this form must be completed. This form will not be processed if any items are left blank or illegible.
- Attach all required and supporting documentation to this form.
- If clarification of your situation is necessary, additional information or documentation may be required.

SECTION A: REASON FOR REVIEW

Notification of the committee’s decision will be sent to you within 15 business days, depending on the volume of requests. Notifications are sent to you via your Message Center at: my.maricopa.edu.

Reduction of Income or Benefits (Must be continuous for 8+ weeks)

- Detailed letter of explanation concerning your loss of income, to include: a) current employer’s name, address and phone number, b) the date income was reduced, c) letter of termination of employment, d) whether or not you are entitled to unemployment and/or severance pay, and e) explain how expenses are being met for 2017, (f) if one time income, explain status of funds.
- Copies of signed 2016 Income Tax Returns, W-2s and Schedules. *Include 2017 signed Income Tax Returns, W-2s and Schedules, if filing this review after **November 24, 2017** for spring/summer 2018.*
- Most recent pay stubs or earnings statements for all 2017 employment. *(student/parent/spouse, if applicable)*
- Documentation of untaxed income and/or benefits.
- Requires completion of Section B.

Loss of Child Support

- Attach a copy of court documentation of your loss of child support, including date of last payment

Loss of One Time Income *One time income is income that will not be repeated the following calendar year. (E.g.: 401K or pension funds received early)*

- Attach a detailed statement addressing the items below:
 - Type of income received
 - How the income was spent
 - Why the income cannot be used for education expenses

Parent Education Expenses or Private School Tuition Expenses

Only tuition incurred during the 2017-2018 academic year (after August 2017) will be considered.

- Attach a copy of the school's enrollment contract.
- Attach a detailed letter of explanation with the following: a. Name and age of the dependent(s) attending b. Dates of attendance c. The amount of any scholarships or grants that subsidize the tuition

Medical / Dental Expenses You Paid in 2016 and/or 2017 that WERE NOT PAID by Insurance – Only medical/dental expenses that exceed 10% of your AGI will be counted. (E.g.: 10% of a \$50,000 AGI is \$5,000. If out-of-pocket medical/dental expenses were \$6,250, \$1,250 will be counted.)

- Attach paid medical/dental receipts
- Attach explanation of medical/dental expenses

SECTION B: Anticipated Total Income for Calendar year 2017

If you filed for federal financial aid as an Independent student, do not complete the parental information.

NOTE: Do not leave any sections blank; write "0" if income type does not apply. If you are married or remarried, you must report your income and the income of your current spouse. If your parents are married, you would report both your parents' income. If your parent has remarried, you would report *both* your parent and the stepparent's income, not the income of the natural father and/or mother. The parent reported on the FAFSA will be the same parent reported here, which generally is the parent the student lives with or last lived with, or had provided more than 51% of the care and support for the student during the last 12 months.

Income Type	Student	Spouse	Father	Mother
Gross income from work	\$	\$	\$	\$
Unemployment benefits or severance pay	\$	\$	\$	\$
Other taxable income	\$	\$	\$	\$
Payments to tax deferred pensions and savings plans (exclude rollovers)	\$	\$	\$	\$
Child support received	\$	\$	\$	\$
Veterans' non-educational benefits	\$	\$	\$	\$
Other untaxed income	\$	\$	\$	\$
Child support paid in 2017	\$	\$	\$	\$

Certification Statements

I/We certify that the submitted information is true and correct to the best of my knowledge and belief. I/We have read each section and have provided the required documentation. I/We understand that underestimating projected income could result in reduced eligibility and/or repayment of aid and/or denial of future reviews/appeals, in this and/or future years. You may be requested to submit additional proof to verify the information provided. I/We understand that if I/We do not provide this information, this request for review of special circumstances will not be processed. (Parent signature required only if the special circumstances pertain to the parent's situation.) **ALL COMMITTEE DECISIONS ARE FINAL**

Student Signature_____
Date_____
Parent Signature_____
Date**FOR OFFICE USE ONLY** Approved Denied Committee Review

REVISED EFC: _____ FA Rep: _____ Date: _____

COMMENTS:

