



FINANCIAL AID OFFICE

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2012-2013 SPECIAL CIRCUMSTANCE REQUEST FORM

*Please complete this form in blue or black ink. Please **print**. Incomplete **Special Circumstance Requests** will be denied.*

Name *(please print)* _____ ID # _____

Address _____ Phone _____

City _____ State _____ Zip _____

ASU Email Address _____

Please indicate below the nature of your **special circumstance**. The **only** cases which will receive special circumstance consideration at **Augusta State University** are those listed below.

____ Since applying for federal student aid, a parent's or independent student's or independent student's spouse's income decreased due to a **non-voluntary** reason (i.e. dislocated worker) which occurred in 2012 or 2013. **(NOTE: Voluntarily leaving your employment doesn't qualify as a special circumstance.)**

____ Since applying for federal student aid, you or your parent(s) (if dependent) have legally separated or divorced. The legal separation or divorce occurred on _____ (a copy of the legal separation or divorce decree is attached).

____ Since applying for federal student aid, a parent or spouse has passed away. The death of your parent or spouse occurred on _____ (a copy of the death certificate is attached).

____ Dependency override based on the allowable independent student criteria.

____ Other

Submission Dates:

Fall Semester 2012: April 1, 2012 through August 24, 2012
Spring Semester 2013: October 1, 2012 through January 8, 2013
Summer Semester 2013: March 1, 2013 through May 20, 2013

For Financial Aid Office Use Only:

SPECIAL CIRCUMSTANCE REQUEST STATUS:

<u>Initials</u>	<u>Date</u>	<u>Initials</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Explain the details of your special circumstance. Provide as much information as you possibly can, and attach all supporting documentation. **The student must explain his/her special circumstance. Written statements submitted by a parent or spouse will not be accepted.**

EXPLANATION (please print): _____

CERTIFICATION: All of the information on this form is true and complete to the best of my knowledge. I have provided and attached all available documentation in support of the special circumstance listed. I realize that necessary documentation may include a federal income tax return transcript. If I am unable to provide any requested documentation, my request will be denied. I understand that a special circumstance is granted only for the academic year I am requesting. I understand that the Financial Aid Office will select my Free Application for Federal Student Aid (FAFSA) for "**verification**" before a special circumstance request is reviewed by the Director. I authorize Augusta State University to transmit all approved changes via Electronic Data Exchange. **I understand that a decision made on any special circumstance is solely at the discretion of the Director of Financial Aid. I understand that the decision of the Director is final and there is no appeal process.**

Signature of Student

Date

2012-2013 SPECIAL CIRCUMSTANCE REQUEST DOCUMENTATION GUIDELINES

A 2012-2013 special circumstance is an extenuating situation which occurred in the 2012-2013 award year. The use of professional judgment to approve a special circumstance request is solely a policy of the Financial Aid Office, as such; the decision is at the discretion of the Director of Financial Aid. Also, the decision is final and cannot be appealed to anyone including the U. S. Department of Education. The **only** cases which will receive **special circumstance** consideration at Augusta State University are those listed below.

If you are requesting special circumstance consideration, the required supporting documentation is not limited to the items listed below. Once the review process begins, the Director may deem it necessary to request additional supporting documents that are not part of the items listed below. If this is the case, you will be notified, in writing, via ASU email.

Since applying for federal student aid, you or your spouse or your parent(s) has experienced a loss of income due to a non-voluntary (i.e. dislocated worker) reason which occurred in 2012. (NOTE: Voluntarily leaving your employment doesn't qualify as a special circumstance.) Submit the following:

- Completed Special Circumstance Request Form and 2012-2013 Verification Worksheet
- A copy of your, your spouse's or your parent's 2011 Federal Income Tax Return Transcript (if applicable)
- A copy of your, your spouse's or your parent's 2012 Federal Income Tax Return Transcript (if applicable)
- Signed copy (ies) of your (and spouse's) or your parent's 2011 W-2 Forms (if applicable)
- Signed copy (ies) of your (and spouse's) or your parent's 2012 W-2 Forms (if applicable)
- A signed copy of your, your spouse's or your parent's separation notice which confirms the last date of employment.
- A signed copy of your, your spouse's or your parent's letter of unemployment insurance received from the Department of Labor. **(Note: Your request for dislocated worker will not be considered without this documentation.)**

Since applying for federal student aid, you or your parents (if dependent) have legally separated or divorced. Submit the following:

- Completed Special Circumstance Request Form and 2012-2013 Verification Worksheet
- A copy of your, your spouse's or your parent's 2011 Federal Income Tax Return Transcript (if applicable)
- A copy of your, your spouse's or your parent's 2012 Federal Income Tax Return Transcript (if applicable)
- Signed copy (ies) of your (and spouse's) or your parent's 2011 W-2 Forms (if applicable)
- Signed copy (ies) of your (and spouse's) or your parent's 2012 W-2 Forms (if applicable)
- A notarized signed statement of your or your parent's legal separation agreement (if applicable)
- A notarized signed statement of your or your parent's divorce decree (if applicable)

Since applying for federal student aid, a parent (if dependent) or spouse has passed away. Submit the following:

- Completed Special Circumstance Request Form and 2012-2013 Verification Worksheet
- A copy of your 2011 Federal Income Tax Return Transcript (if applicable)
- Signed copy (ies) of your 2011 W-2 Forms (if applicable)

- A copy of your surviving parent's 2011 Income Tax Return Transcript (if applicable)
- Signed copy (ies) of your surviving parent's 2011 W-2 Forms (if applicable)
- A copy of your spouse's or your parent's death certificate or obituary

Dependency Override:

(NOTE: A professional judgment can only be made to change a "dependent" student status to "independent".)

The student must document "**other unusual circumstances**" that make it inappropriate to expect parental contribution. These circumstances may include:

- Student's voluntary or involuntary removal from parent's home due to an abusive situation that threatens the student's safety. Child abuse, sexual abuse or parental abandonment (requires documentation)
- Incapacity of parent(s) such as incarceration

If you have "**other unusual circumstances**" as mentioned above, and you can document your status, then you may submit documentation for consideration.

The Department of Education has provided institutions with clear guidelines related to the use of professional judgment for dependency overrides. **The following circumstances, individually or in combination with one another, DO NOT QUALIFY as "special circumstances":**

- **Parent(s) refuse to contribute to the student's education;**
- **Parent(s) are unwilling to provide information on the FAFSA or for verification;**
- **Parent(s) do not claim the student as a dependent for income tax purposes; and/or**
- **Student demonstrates total self-sufficiency**

If you do not have a special circumstance, you must provide your parental information on the FAFSA prior to submitting it for processing or receiving Title IV financial aid.

If the parent(s) have ended financial support of the student and refuse to complete the FAFSA, the student may be eligible to receive only an Unsubsidized Federal Direct Loan. **The parent(s) must submit a notarized statement regarding their financial support before an Unsubsidized Federal Direct Loan may be awarded because of "No Parent Data" reported on the FAFSA.**

Other – The situation will dictate the required documentation and must be determined on the basis of the special circumstance request.