



Cornell College

2012-2013 SPECIAL CIRCUMSTANCE FORM

Instructions

Sometimes families experience extenuating circumstances that merit basing financial aid eligibility on their expected 2012 income. This is usually due to a loss of job, loss of untaxed income or benefits, death, or separation and divorce. By using projected income, the Financial Aid Office gets a better reflection of a family's current financial situation

SPECIAL NOTE: A committee will review each case individually. Changes made to information that is reported on your 2012-2013 FAFSA may or may not result in changes to your financial aid package. You may be required to submit a copy of your actual 2012 Federal tax transcript, once it is completed, to verify the accuracy of the information reported on this special circumstances form. Any federal, state, or institutional financial aid awarded on the basis of information provided on this form will be revoked if actual figures differ significantly from those provided or if you fail to submit the requested federal tax transcript.

To Qualify for a Special Circumstances Review, You Must:

- Write a letter explaining your particular situation.
- Complete the verification worksheet and submit it with you and your parent's 2011 federal tax transcript and W-2 forms, if you have not already done so.
- Meet one of the conditions listed on the following pages. Check the one that applies to your situation.
- Provide all requested documentation.

Do Not Complete This Form If:

- The family income for 2012 will be more than 2011.
- You have not filed the FAFSA.
- Your Expected Family Contribution (EFC) is zero as indicated on the results of your FAFSA.
- Your household size or number of family members in college has changed since you filed the FAFSA.
- The student's marital status has changed since completing the FAFSA.
- You or your parent has been out of work for less than 10 weeks.

Cornell College will not consider credit card debt, car payments or repair, or educational loan debt.

Return this completed form and all documentation to:

Financial Assistance Office
Cornell College
600 First St SW
Mount Vernon, IA 52314
Fax: 319-895-4106; Email: financial_assistance@cornellcollege.edu

If you decide not to pursue a special circumstance review or have any questions, please contact the Financial Assistance Office at 877-579-4049 or 319-895-4216.

Student's Name _____

Phone # _____

Check the Special Circumstance that Applies to You on the Following Pages:

LOSS OF INCOME FROM WORK

A parent or stepparent who earned money in 2011 has lost his or her job and has been unemployed for at least 9 weeks in 2012 or has experienced a loss of income due to disability. (This also includes a parent who has become re-employed but will earn significantly less in 2012.)

Preferred Documentation:

- Letter from previous employer verifying lost employment. The letter should include the date of termination.
- Most recent pay stub. If re-employed, also include the most recent pay stub from your new position.
- Documentation of unemployment benefits and time period that benefits will be received.
- Projected 2012 income must be reported below.
- Documentation of Worker’s Compensation and/or insurance payments due to disability and time period that benefits will be received.

Please complete both of the following tables. Information should only be completed for the parent(s) affected by the change.

| Projected Gross Monthly Income from Work for 2012 | | | | | | | | | | | | | |
|--|-------------|-------------|--------------|--------------|------------|-------------|-------------|-------------|--------------|-------------|-------------|-------------|--------------|
| | Jan. | Feb. | March | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Total |
| Parent | | | | | | | | | | | | | |
| Parent | | | | | | | | | | | | | |
| Other | | | | | | | | | | | | | |
| Monthly Total | | | | | | | | | | | | | |

| Projected Gross Monthly Income from Other Sources for 2012 | | | | | | | | | | | | | |
|--|-------------|-------------|--------------|--------------|------------|-------------|-------------|-------------|--------------|-------------|-------------|-------------|--------------|
| <i>(For example: unemployment benefits, untaxed income such as child support, workmen’s compensation and disability)</i> | | | | | | | | | | | | | |
| | Jan. | Feb. | March | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Total |
| Parent | | | | | | | | | | | | | |
| Parent | | | | | | | | | | | | | |
| Other | | | | | | | | | | | | | |
| Monthly Total | | | | | | | | | | | | | |

Grand Total for 2012 \$ _____.

LOSS OF CHILD SUPPORT

A parent or stepparent received child support in 2011 and has had or will experience a complete loss of this support in 2012.

Monthly amount of Child Support \$ _____

Last date it was or will be received _____

Preferred Documentation:

- Verification of court-ordered child support and date that support will cease (e.g., separation/divorce decree).

MEDICAL AND DENTAL EXPENSES NOT REIMBURSED BY INSURANCE

Our family had medical and/or dental expenses in 2011, and the portion not reimbursed by our insurance carrier exceeded 7.51% of our 2011 adjusted gross income. Do not include insurance premiums paid or unreimbursed expenses covered by pre-tax cafeteria or flexible spending plans.

Preferred Documentation:

- 2011 federal tax transcript
Documentation of unreimbursed expenses that were paid in 2011. (A summary of expenses paid in 2011 from your healthcare provider, pharmacy, and/or medical facility is adequate documentation.)

Is there any other information we should know? (Attach a separate sheet of paper if necessary.)

SEPARATION OR DIVORCE

Your parents have become separated or divorced since you completed the FAFSA.

Necessary Documentation:

- 2012 Division of Income and Assets Form which is available at <http://www.cornellcollege.edu/financial-assistance/forms-resources/index.shtml> (include only the income of the parent that provides more than half of your support, usually the custodial parent).
- Legal separation papers, verification letter from attorney, or divorce decree.
- 2011 W-2 of custodial parent.
- Documentation of any child support/alimony to be received per month.

DEATH OF A WAGE EARNER

Your parent(s) has passed away since you completed the FAFSA.

Necessary Documentation:

- 2012 Division of Income and Assets Form which is available at <http://www.cornellcollege.edu/financial-assistance/forms-resources/index.shtml> (include only the income of the surviving parent).
- Death certificate.
- 2011 W-2 of surviving parent.
- Verification of benefits that will be received as a result of the wage earner's death.

EXTRAORDINARY INCREASE IN 2011 INCOME

A parent received a large increase in 2011 income due to a one-time occurrence or unusually good business or farm year that is not characteristic of previous years.

Note: If unusual income is due to an inheritance, insurance payment, gambling proceeds, or bonus, please submit an explanation as to why this income cannot be used for educational expenses.

Preferred Documentation:

- 2011 Federal tax transcript.
- Please include written documentation/statement to confirm the type and dollar amount of increase.
- If debt was paid due to sale of property, proof of payment is required.

NATURAL DISASTER

A parent or stepparent has incurred extraordinary expenses not reimbursed by an insurance carrier or other agency due to a natural disaster (flooding, tornado, fire, etc.)

Necessary Documentation:

- Letter from an agency or insurance company verifying the situation.
- Documentation of insurance and/or FEMA payments that will be received.
- Documentation of paid expenses, not covered by insurance.

CERTIFICATION

By signing this application, I certify that all of the information reported to qualify for Federal, State, and Institutional Financial Aid is complete and correct to the best of my knowledge. I further understand that I may be asked to submit a copy of my 2012 Federal tax transcript, once it is completed.

Student Signature

Date

Parent Signature

Date