

# Belmont Abbey College

## 2012-2013 Special Circumstance Application

Student Social Security No.          Student Last Name          First Name          M.I.

Permanent Street Address          City          State          Zip Code

(          )          -          (          )          -  
Home Telephone          Work Telephone

**If the Special Circumstance Application indicates adjustments can be made, I authorize Belmont Abbey College to make these changes electronically on my behalf.**

Parent Signature          Date          Student Signature          Date  
(Required for Dependent Students)

**Instructions: You have indicated that there are circumstances that may affect the results of your Free Application for Federal Student Aid (FAFSA). Please indicate the type of special circumstance that applies to you and your family and submit all the required documentation as listed below. You will be notified after your information is reviewed.**

1. Unemployment / Loss of income from work          Student          Mother          Father          Spouse
- Period of Unemployment:          /          /          to          /          /

Layoff: Provide letter from employer or unemployment commission stating effective date.

Termination: Provide letter from employer or unemployment office stating effective date.

### Other Documents Required:

- Statement from Employment Security Office of expected 2012 unemployment benefits
- Retirement pay statement for 2012 (if applicable)
- Completed Estimated Income Table for 2012 (on reverse side)
- Copy of 2011 Federal Tax Return
- Verification of 2011 earnings up to the date of last employment

2. Divorce / Separation          Student/Spouse          Parents

### Documents Required:

- A copy of the divorce decree, legal separation agreement, OR a letter from the attorney verifying the separation date.
- 2011 W-2 Forms and 2011 Federal Income Tax Return for student and supporting parent (if dependent student)
- Completed Estimated Income Table for 2012 (on reverse side)

3. Death of parent or spouse (after FAFSA was completed)

Relationship to student:          Mother          Father          Spouse

### Documents Required:

- A copy of the death certificate.
- 2011 W-2 Forms and 2011 Federal Income Tax Return for student and supporting parent (if dependent student)

4. Unusual Medical/Dental Expenses

**Documents Required:**

- Copy of 2011 Federal Tax Return, including Schedule A
- Statements from medical providers showing amounts paid by parents/student in 2011

5. Disability of parent, student or spouse      Student      Mother      Father      Spouse

**Documents Required:**

- A letter from the Physician stating the date of the disability and documents supporting social security disability benefits expected to be received in 2012. (SSI)
- Completed Estimated Income Table for 2012 (see below).

6. Loss of benefits and/or untaxed income

**Documents Required:**      Documentation certifying loss of a benefit or untaxed income.

Social Security: Provide Social Security Administration Notification of Termination of Benefits.

Child Support: Provide court document stating termination of benefits.

Worker's Compensation: Provide a letter from Bureau of Worker's Compensation stating the termination date of benefits.

If child support and/or alimony, a copy of divorce decree to include settlement agreement.

7. One-time income (examples: IRA distribution, back year Social Security payments, etc.)

**Documents Required:**

- Copy of 2011 Federal Tax Return
- Documentation of one-time income including amount, type of income, and date of receipt.
- Statement of how funds were spent, invested, or rolled over.

**ESTIMATED INCOME FOR 2012 CALENDAR YEAR**

If you are divorced or separated, include only your income information. If your parents are divorced or separated, include only your custodial parent's income information. If your custodial parent has remarried include their spouse's information. If the loss of income is due to the death of your spouse/parent, include only your income information/surviving parent's income information. Make sure to include all anticipated income from 1/1/2012 – 12/31/2012.

<b>Note: Write in Zero (0) if an item does not apply</b>				
<b>Taxable</b>	<b>Father</b>	<b>Mother</b>	<b>Student</b>	<b>Spouse</b>
Wages, Salaries, Tips				
State Unemployment Benefits				
Pensions				
Alimony				
Other Taxable Income: Specify sources				
<b>Untaxable</b>				
Social Security Benefits				
Aid to Families with Dependent Children (AFDC)				
Child Support Received				
Other Untaxed Income Benefits				
<b>TOTAL Anticipated Income</b>				
Cash and Savings				