Keystone College
2017-2018 Special Circumstance Request Form

Student Name:_____ **Student ID Number:**_____

This request is used to adjust the income reported on the 2017-2018 Free Application for Federal Student Aid (FAFSA) due to a change of circumstances during the calendar or academic year. ***If you are a Pennsylvania resident, you should also notify PHEAA of your special condition by calling1- 800-692-7392.*** ***Please note: Only one Special Circumstance Request Form will be completed per award year.***

Step 1: All students MUST submit the following documentation, regardless of their reason for filing a Special Circumstance Request:

DEPENDENT STUDENTS	**INDEPENDENT STUDENTS**
✓ Current Pay Statement showing YTD income for everyone in the household currently working ✓ Statements for all untaxed benefits ✓ Signed copy of your 2015 Tax Return Transcript ✓ Signed copy of your parent's 2015 Tax Return Transcript	✓ Current Pay Statement showing YTD income for everyone in the household currently working ✓ Statements for all untaxed benefits ✓ Signed copy of your 2015 Tax Return Transcript

Review the following for your circumstance and the required documentation
(incomplete forms will not be processed)

REDUCED INCOME OR LOSS OF EMPLOYMENT – Student/Spouse/Parent was working during 2017, but is now working fewer hours or is unemployed. The following documentation is required from the unemployed household member:

- ✓ Last check stub(s) from previous employer showing YTD income earned to date
- ✓ Letter from previous employer stating the date of termination
- ✓ Unemployment benefit or denial letter

LOSS OF BENEFITS - Student/Spouse/Parent has lost some or all benefits. The following documentation is required:

- ✓ Last check stub(s) or printout of benefit(s) received
- ✓ Letter from agency verifying date and amount of benefit(s) lost

DEDUCTION OF ONE-TIME PAYMENT – Student/Spouse/Parent received a ONE-TIME PAYMENT (pension, IRA, annuities, gambling winnings, settlement, etc.) The following documentation is required:

- ✓ Explanation as to why the one-time payment is not available to be used for education related expenses
- ✓ Receipt(s) showing where one-time payment was spent
- ✓ Please note: consideration will be given if one-time payment was used to pay off credit card or auto loan debt however it may not constitute a special circumstance

SEPARATION OR DIVORCE – Student/Parent was married when the FAFSA was filed, but has now separated or divorced. The following documentation is required:

- ✓ Court documentation verifying legal separation or divorce
- ✓ In the case of separation, please provide a MINIMUM of two (2) utility bills from each parent that clearly shows name and street address. Examples of acceptable utility bills would be cable/internet, electric, gas, garbage or water.

PRIVATE ELEMENTARY/HIGH SCHOOL TUITION – Report private elementary, junior high and/or high school tuition actually paid in 2016-2017 award year for family members other than the applicant.

- ✓ invoice or statement from the school(s) showing payments made

DEATH OF A PARENT OR SPOUSE – Parent/Spouse passed away after the FAFSA was filed. The following documentation is required:

- ✓ Copy of Death Certificate

UNUSUAL EXPENSES – Student/Spouse/Parent has unusual medical or dental expenses NOT covered by insurance. The following documentation is required:

- ✓ Copy of bills AND receipts of payment
- ✓ Medical Bill must have been paid in order to qualify for the special circumstance.

Step 2: Circumstance to be considered (check one):

☐ Loss of employment	Separation or divorce	☐ Unusual expenses
☐ Loss of benefits	Private school tuition	
☐ Death of a spouse or parent	Deduction of one-time payment	

Step 3: Reason for filing:

In the space below, give specific dates and reasons as to when and why income changes occurred. Be specific and list events in chronological order. Use a separate sheet of paper if necessary.

_____

_____

_____

_____

_____

Step 4: Verification of Household Size and Student Certification

Write in the names of all household members. Also write in the name of the college attended for any household member who will be attending college at least half-time between July 1, 2017 to June 30, 2018 and will be enrolled in a degree or certificate program. If you need more space, attach a separate piece of paper.

Dependent Students:	**Independent Students:**
✓ Include yourself, your parents and ✓ Any dependents that your parents provide more than half of their support from July 1, 2017 to June 30, 2018	✓ Include yourself and your spouse ✓ Your children, if you provide more than half of their support from July 1, 2017 to June 30, 2018 and ✓ Other dependents if they live with you, and you will continually provide more than half of their support from July 1, 2017 to June 30, 2018

Full Name	Age	Relationship to Student	Name of College
		SELF	Keystone College

I certify that all the information reported to qualify for federal student aid is complete and correct to my knowledge. If additional documentation is required, I will submit those documents in a timely manner or my Special Circumstance Request will be denied. I also understand that if I give false or misleading information, I may be fined, jailed or both.

_____ _____

Student Signature **Date** **Parent Signature** **Date**

STEP 5: Projected Income:
Project the anticipated income for yourself and your spouse, or your parent(s) if you are a dependent student, in the spaces provided.

Student / Spouse Income	1/1/17 to present	Present to 12/31/17	TOTAL
Wages			
Unemployment Benefits			
Child Support Received for **all children**			
Payments to tax-deferred pension and savings plan; paid directly or withheld from earnings.			
IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans.			
Untaxed portions of IRA distributions			
Housing, food, living allowances paid on your behalf			
Veterans **NON-education** benefits			
Untaxed portions of pensions			
Tax exempt interest income			
Other untaxed income such as worker's compensation and SSI, SSD, or short/long term disability			
FINANCIAL AID OFFICE ONLY:			
Projected Adjusted Gross Income			
Projected Untaxed Income			
Estimated Tax Paid			

Parent Information	1/1/17 to present	Present to 12/31/17	TOTAL
Wages			
Unemployment Benefits			
Child Support Received for **all children**			
Payments to tax-deferred pension and savings plan; paid directly or withheld from earnings.			
IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans.			
Untaxed portions of IRA distributions			
Housing, food, living allowances paid on your behalf			
Veterans **NON-education** benefits			
Untaxed portions of pensions			
Tax exempt interest income			
Other untaxed income such as worker's compensation and SSI, SSD, or short/long term disability			
FINANCIAL AID OFFICE ONLY:			
Projected Adjusted Gross Income			
Projected Untaxed Income			
Estimated Tax Paid			

FOR FINANCIAL AID OFFICE USE ONLY

☐ **Approved** ☐ **Denied** _____

Signature of authorized official Date

☐ **Corrections submitted** New EFC_____ FAA initials _____

☐ **Incomplete.** Documentation needed: _____

Comments:_____

_____

RETURN ALL PAGES TO:

Keystone College
Financial Assistance and
Planning Office
One College Green
La Plume, PA 18440

Or fax to:
570-945-8967

Or scan and email to:
financialaid@keystone.edu
Subject: Special Condition form attached