

**SPECIAL CIRCUMSTANCES REQUEST FORM - INDEPENDENT STUDENT | 2020-2021**

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Occasionally, unusual circumstances exist that may warrant reconsideration of financial aid eligibility. These special circumstances may be changes that have occurred in your family circumstances since you filed the Free Application for Federal Student Aid (FAFSA) or unusual family circumstances not accounted for on the FAFSA. We have listed the circumstances that most commonly qualify a student to file a Special Circumstances request. Select as many circumstances that fit your current situation.

**To Qualify for a Special Circumstances Review, You Must:**

- **Write a letter explaining your particular situation**
- **Complete all pages of this form**
- **Provide all requested documentation**
- **Choose one or more of the situations outlined on the following pages**

If your circumstance(s) does NOT fit into one of the options, you may still file the Special Circumstances Form. Please attach a letter explaining your situation as well as any supporting documentation.

**Please note: Filing this appeal does not guarantee additional financial aid. Some appeals may only result in the student receiving the maximum in subsidized loan eligibility and/or Pell grant eligibility. Please allow 3-4 weeks for processing.**

Student Name:

Student ID Number:

Phone Number:

LMC E-mail:

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**CERTIFICATION AND SIGNATURE:** *By signing this form, you are certifying that all of the information reported on the form is complete and accurate. All attachments and supporting documents are true to the best of our knowledge. I further understand that purposely giving false or misleading information may result in fines, jail terms, or both.*

Student Signature:

Date:

**Please return your completed form and required documentation to the Office of Financial Aid by fax, U.S. mail, email or in person. Be sure to include your name and LMC ID on all pages. Missing information may delay processing.**

## Loss of Income

Reduction or loss of income from work must be for at least ten (10) weeks or sufficient documentation of change and new employment.

Student	Date of layoff/termination:
Spouse	Date of layoff/termination:
• Has the student started another job? No	Yes If yes, give start date:
• Has the spouse started another job? No	Yes If yes, give start date:

### **Required Documentation:**

- A letter from employer verifying loss of employment including effective date
- A copy of the last pay statement showing gross earnings year-to-date income for all jobs worked for both student and/or spouse.
  - ❖ **If more than one employer per parent, please include start/end date in written statement.**
- Documentation of unemployment benefits from state agency
- Documentation of severance pay received, or IRA's, stocks, bonds, pensions, etc. (converted to cash).

## Loss of Child Support

Name of Child:	Amount received in 2020:	Date support ended:
Name of Child:	Amount received in 2020:	Date support ended:

### **Required Documentation:**

- A copy of legal separation/divorce decree that specifies amount of child support
- Statement from the Friend of the Court documenting amount of child support

## Receipt of One-Time Income

Consideration for and one-time income may only be reviewed once during a student's enrollment at Lake Michigan College.

### **Required Documentation:**

- A signed copy of your 2018 U.S. Federal Tax Return and/or 1099 Form
- Written statement explaining the reason for early withdrawal

## Separation or Divorce since 2018

Please note that you must be residing in separate households and provide documentation.

Date of separation/divorce:

### **Required Documentation:**

- A copy of supporting parent's most recent pay statement; and
- A copy of the divorce decree/legal separation papers; and
- Documentation of spousal support and/or child support.

## Death of a Spouse since 2018

Date of death:

### **Required Documentation:**

- A copy of the death certificate; and
- Student's 2020 income information.

## Other Circumstances not addressed in the above categories

### **Required Documentation:**

- Submit a statement that explains changes in your financial and/or family situation; and
- Supporting documentation.

# Household Size Statement

Please list the names and ages of all the members of your household\* during the 2020-2021 academic year. Also, please indicate which family members (excluding parents) will be enrolled in college at least half-time during 2020-2021 and which institution they are planning to attend.

❖ **The term “Household” is defined as follows:**

The household includes yourself, your parents and your parents’ other children if (a) your parents provide more than half of their support or (b) the children would be required to provide parental information when applying for Federal Student Aid. Include other people only if they now live with your parents, and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2020 through June 30, 2021.

Name	Age	Relationship	Name of College
		Self	Lake Michigan College

## Estimated Household Income

All Sources of Income for 2020	Year to Date: 1/1/2020- Today	Estimated: Today-12/31/20
Parent 1		
Name		
Total Wages, Salaries, Tips	\$	\$
Parent 2		
Name		
Total Wages, Salaries, Tips	\$	\$
Student Total Wages, Salaries, Tips	\$	\$ _____