

Request for Special Consideration 2018-2019

PARENT OF DEPENDENT STUDENT

Please Note: You must file a 2018-2019 Free Application for Federal Student Aid (FAFSA) and receive a financial aid award offer before submitting this form.

STUDENT'S NAME: _____ DMACC ID _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

The Request for Special Consideration form is used if your parent(s) have special circumstances, which have resulted in a reduction in resources for **calendar year 2017** and will affect your family's ability to contribute toward your educational expenses.

The office will only consider reductions in income for special circumstances. It is our policy **not to consider** a reduction in income for the following:

- Voluntarily leaving employment or reducing hours.
- Tuition paid for elementary/secondary private school.
- Unusual expenses related to personal living (e.g. wedding expenses, credit card bills, home mortgage or school loan payments, car payments, legal expenses, other miscellaneous consumer item expenses).
- One year bonus incomes such as lottery or gambling winnings.
- Reductions in overtime pay (this will be reflected on the following year's aid applications).
- Medical expenses other than those claimed as a deduction on your 2016 or 2017 federal tax returns.

If the reason you are requesting a Special Consideration review is listed above, do not complete this form. If you are requesting a review due to change in income that occurred during 2018, do not complete this form. Involuntary reductions in income that occur in 2018 may be considered under and Special Consideration for students completing the 2019-2020 FAFSA.

To determine if any adjustments can be made to your financial aid file, please explain your special condition on the back of this form. For your convenience, we have provided examples of common special conditions.

- ✓ Your parent(s) has lost employment because of termination, layoff, disability, retirement, company closing, plant shutdown. **Your parent(s) must provide documentation of your parent(s) last date of employment** if parent(s) were involuntarily removed from your position at work.
- ✓ Your parent(s) has been subject to an involuntary reduction in hours at work (examples include being moved from full-time to part-time employment due to job downsizing. Loss of overtime hours will not be considered).
- ✓ Your parent(s) has lost some type of untaxed income or benefits that was reported on your 2018-2019 FAFSA. Untaxed income includes worker's compensation, child support, pensions and annuities, and taxable social security benefits.
- ✓ Since you completed the 2018-2019 FAFSA, your parents divorced or separated. If your parents have divorced or separated, **you must provide documentation with the date of separation/divorce.**
- ✓ Your parent(s) is now deceased, but his/her information was reported on the FAFSA. If your parent(s) is deceased, **you must provide documentation with the date deceased.**
- ✓ Your parent(s) incurred excessive medical expenses in 2016 due to the illness of a family member. **These expenses must be documented on your parent(s) 2016 federal income tax return Schedule A.**

Please explain your special circumstance in the space provided below. When outlining your special circumstance, please remember that sometimes it's important to outline why a circumstance occurred in addition to what occurred. For example, if your parent(s) are no longer employed outline why this is the case. If your parent(s) hours were reduced at work, explain why:

Please provide documentation of your parent(s) income for the entire calendar year 2017. If your parent(s) have completed their 2017 Federal Tax Return, please provide a signed copy. If your parent(s) have filed an extension, please provide a copy of their extension, all 2017 W-2's, and documentation of any other benefits received in 2017. If your parent(s) are self-employed, you can provide a statement of wages earned in 2017 in lieu of a W-2.

The documentation listed below is **required** to consider a special condition. The Financial Aid Office may require additional documentation/information beyond the examples below. If you do not submit documentation or leave sections of this form blank, the form will be returned as incomplete.

Required documentation (if applicable to your parent(s) circumstance):

- Signed Copy of 2017 Federal Tax Return
- 2016/2017 Schedule A (for medical expenses)
- Letter from employer or doctor
- Copy of claimants unemployment record
- Notice of benefits determination (i.e. severance)
- Copy of disability award
- W-2 forms
- Military Separation Documents (DD-214)

Student's Signature _____

Date _____

Parent's Signature _____

Date _____