



Office of Financial Aid
 1301 College Ave., Lee Hall
 Fredericksburg, VA 22401
 Telephone: (540) 654-2468
 Fax: (540) 654-1858

Special Circumstance Request

The Financial Aid Office requires that certain documents be provided to support you and your parent(s) or (if applicable) you and your spouse's claim of special circumstances. The Financial Aid Office begins the review process with an evaluation of the information that you have submitted on your Free Application for Federal Student Aid (FAFSA). The Financial Aid Office will evaluate the documents you submit along with your FAFSA information to determine if you are eligible for any financial aid adjustments.

Your family situation must meet one of the criteria used by the University of Mary Washington to determine special circumstances. If your family meets a special circumstance requirement in the 2011-2012 award year, your eligibility may be recalculated using expected income from 2011.

The decision reached by the Financial Aid Office is final and cannot be appealed to the U. S. Department of Education.

Student Name: _____ Student ID #: _____

Address: _____ Telephone: _____

_____ Date: _____

PART I: Instructions for Completion

- Complete only the sections that apply to your situation and provide all required documentation.
- Provide all requested signatures. Write student name and student ID number at the top of all documents.
- If additional information is required, you will be notified promptly.

PART II: Explanation of Situation

Please check one box that corresponds to your situation:

SITUATION	DOCUMENTATION REQUIRED
<input type="checkbox"/> Divorce or Separation	-Copy of divorce decree/separation papers or evidence of separate living accommodations (ex. Current utility bills showing separate residence. -Signed copy of 2010 Federal Tax Return and W-2's -2011-2012 Verification Worksheet (available at www.umw.edu/financialaid)
<input type="checkbox"/> Death of parent/spouse thereby reducing income	-Photocopy of death certificate -Signed copy of 2010 Federal Tax Return and W-2's 2011-2012 Verification Worksheet (available at www.umw.edu/financialaid)
<input type="checkbox"/> Loss of Employment for Student, Spouse or Parent (loss employment must occur 16 weeks prior to request)	-Letter of separation from employer -Copy of last pay stubs from both previous and current jobs if applicable -Copy of unemployment benefits or statement of ineligibility for unemployment benefits -Copy of 2010 Federal Tax Return 2011-2012 Verification Worksheet (available at www.umw.edu/financialaid)

<input type="checkbox"/> Loss of other income	-Statement of benefits (e.g. Social Security benefits) -Letter from parent paying child support or Friend of the Court including stop date and amounts -Other applicable documentation to verify loss of other income -Signed copy of 2010 Federal Tax Return 2011-2012 Verification Worksheet (available at www.umw.edu/financialaid)
<input type="checkbox"/> Medical expenses (only applies if you filed a 1040 Schedule A)	-Signed copy of 2010 Federal 1040 income tax return Schedule A 2011-2012 Verification Worksheet (available at www.umw.edu/financialaid)
<input type="checkbox"/> Disaster or Natural Causes	-Date disability or disaster occurred -Proof of disability (medical documentation, letter from vocational rehabilitation, etc.) -Copy of current year-to-date pay stubs from all jobs held -Proof of disability income -Verification of a disaster
<input type="checkbox"/> Other	-Provide all supporting documentation

PART III: Explanation of Circumstances and Additional Required Documents

A) Student, Spouse or Parental total loss of untaxed income or benefit for more than 10 consecutive weeks in 2011.

This must be a complete loss of the benefit or income. The untaxed income or benefit must have been from a public or private agency, company, or person because of a court order. Do not include Veterans' educational benefits.

Check only one box that corresponds to your situation and provide the documentation listed whenever applicable.

Loss of unemployment compensation for _____ weeks in 2011

Required documentation of loss of unemployment compensation benefits:

- Signed Copy of 2010 Federal Income Tax Return
- 2011-2012 Dependent or Independent Verification Worksheet (available at www.umw.edu/financialaid);
- 2010 W-2 Forms
- Termination Letter;
- Unemployment insurance benefits Statement;
- Letter from employer evidencing employment status change;
- Projected income earned for current year;
- Statement regarding any anticipated retirement benefits (including social security) for the current year

Loss of Social Security benefits for _____ weeks in 2011

Required documentation of loss of social security benefits:

- Signed 2010 Federal Income Tax Return;
- 2011-2012 Dependent or Independent Verification Worksheet (available at www.umw.edu/financialaid);
- 2010 W-2 Forms
- Date benefits stopped;
- Documentation from agency providing benefits that states when benefits stopped and amount received (if any) in the current year;
- Copies of most recent pay stubs or statements of earnings to date for all 2011 employment of both parents

Loss of Disability benefits for _____ weeks in 2011

Required documentation of loss of disability benefits:

- Signed 2010 Federal Income Tax Return;
- 2011-2012 Dependent or Independent Verification Worksheet (available at www.umw.edu/financialaid);
- 2010 W-2 Forms
- Date disability occurred;
- Proof of disability (medical documentation, letter from vocational rehabilitation, etc);
- Copy of current year-to-date pay stubs from all jobs held;
- Proof of disability income; amount of loss
- Documentation on all other sources of parent income (taxable and non-taxable)

Loss of Welfare benefits for _____ weeks in 2011

Required documentation of loss of welfare:

- Signed 2010 Federal Income Tax Return;
- 2011-2012 Dependent or Independent Verification Worksheet (available at www.umw.edu/financialaid);
- Benefit provider's notification to you of loss of benefit
- Copies of most recent pay stubs or statements of earnings to date for all 2011 employment of both parents
- Documentation on all other sources of parent income (taxable and non-taxable)

Loss of Court Ordered Child Support for _____ weeks in 2011

Required documentation of loss of court ordered child support:

- Signed 2010 Federal Income Tax Return;
- 2011-2012 Dependent or Independent Verification Worksheet (available at www.umw.edu/financialaid);
- 2010 W-2 Forms
- Court documents verifying loss and date/conditions of loss
- Copies of most recent pay stubs or statements of earnings to date for all 2011 employment of both parents
- Documentation on all other sources of parent income (taxable and non-taxable)

Termination or cessation of employment for _____ weeks in 2011

Required documentation of termination or cessation of employment:

- Signed 2010 Federal Income Tax Return
- 2011-2012 Dependent or Independent Verification Worksheet (available at www.umw.edu/financialaid);
- 2010 W-2 Forms
- Employer's notice and/or written documentation of termination/cessation
- Copy of most recent pay stubs or statement of earnings to date for all 2011 employment of both parents
- Notice of application for unemployment compensation and amount received
- Documentation on all other sources of parent income (taxable and non-taxable)
- Attending Doctor's statement of disability
- Notification of Worker's Compensation
- Documentation of employer disability payments

Name of person who is unemployed _____

If not the student, please list the relationship _____

