



A New Dimension in Learning

Students Request for Change in Circumstances 2009-2010

Name

SSN or Student ID

I am applying for a **special circumstance** for the 2009-2010 school year. I understand additional documentation may be requested of me. In addition, I understand that all requests may take up to **30 days to process**. Incomplete requests will not be processed until all of the required documentation is received in the Office of Financial Aid.

I am applying for special circumstance because: (Check at least one box)

1. LOSS OF INCOME

- Provide year to date earned and unearned income, which includes your last paycheck stub for any jobs held in 2009 even if you lost the job during 2009.
- Provide a letter stating last date of employment from previous employer.
- Provide current paycheck stubs for all members of your family whose income was used on the FAFSA.
- Provide Statement of Benefits from TWC regarding unemployment benefits for all members of your family whose income was used on the FAFSA.
- Verification Worksheet.
- Signed copies of 2008 Federal Tax Return(s) and W-2's.
- Processed FAFSA based on 2008 Annual Year Income must be on file.

2. DIVORCE / SEPARATION FROM SPOUSE

- Verification Worksheet
- Signed copies of 2008 Federal Tax Return(s) and W-2's for you and your former spouse
- Provide a completed separation statement and required documents OR Provide a copy of your divorce paperwork
- Death of parent or spouse which occurred after applying for financial aid (enclose a copy of death certificate).

ALL students **MUST** write an explanation of their situation on the back of this form. Special Circumstance Requests that are left blank will not be reviewed.

Student's Signature

Date

