



## Students Request for Change in Circumstances 2008-2009

\_\_\_\_\_  
Name

\_\_\_\_\_  
SSN or Student ID

I am applying for a **special circumstance** for the 2008-2009 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 request will be returned and will not be reviewed until we have all of the required documentation.

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

- 1. LOSS OF INCOME**
- Provide year to date income, earned and unearned which includes last paycheck stub for any jobs held in 2008 if lost job during 2008
  - Provide 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 2007 Federal Tax Return(s) and W-2's
  - Processed FAFSA based on 2007 Annual Year Income must be on file
- 2. DIVORCE / SEPARATION FROM SPOUSE**
- Verification Worksheet
  - Signed copies of 2007 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

