



IVY TECH COMMUNITY COLLEGE

Financial Aid Office

Special Circumstance Request Form 2011-2012

Form accepted by the Financial Aid Office AFTER May 15, 2011

Student Name _____ Student ID # C _____
Address _____ Telephone (____)____-_____
City _____ State _____ Zip Code _____

The Expected Family Contribution (EFC) is calculated to assess the financial strength of a federal student aid applicant or the applicant's family. Readily verifiable information from the federal income tax return has proven the most reliable indicator of a family's available income.

IMPORTANT: Special Circumstance Requests will be reviewed in the order they are received. Any aid already awarded to you will be adjusted accordingly once your Special Circumstance Request review is completed and changes are accepted by the US Department of Education. INCOMPLETE FORMS WILL NOT BE PROCESSED AND WILL BE RETURNED TO THE STUDENT.

INSTRUCTIONS:

- Step 1: File the Free Application for Federal Student Aid for 2011-2012.
Step 2: Complete this form in its entirety.

SECTION 1: REASON FOR SPECIAL CIRCUMSTANCE REQUEST - attach appropriate documentation

Loss of Income: if student/spouse/parent has been laid off/terminated, employer ceased business, had a reduction in work hours/pay, or resignation/retirement

Period of Unemployment: _____ to _____
[] Layoff [] Disability - Begin Date: _____ [] Termination
[] Plant/Office Closing [] Quit/reduced hours to return to school [] Other - provide statement

Submit documents listed below:

- Most recent/final paystub for all places of employment for the 2011 calendar year or letter from employer showing earned wages to date
Unemployment Maximum Benefit Statement - if applicable
Letter from previous employer on letterhead stating last date of employment (preferred document)
Letter from employer supporting your reduction of work hours, including how many hours you work per week, your pay rate, and effective date

Loss of Other Income - Date of income loss: _____

- Alimony - provide court documentation
Unemployment Compensation - provide letter from unemployment office
Other - provide appropriate documentation
One-Time Income - inheritance, moving expense allowance, lump sum retirement distribution, child support, etc.

Separation or Divorce - Date of separation or divorce: _____

- Student and spouse [] Parents of dependent students
Divorce Decree
Separation Documentation (letters from parents or student, addresses documenting separate households)
Child Support Statement/Receipts

