

# Franciscan University of Steubenville

## Office of Financial Aid

### Special Circumstances Appeal Form 2011 – 2012 School Year

#### Section I – Student Information

Name: \_\_\_\_\_  
Last First M.I.

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Student I.D.# \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Name(s) of person(s) whose income(s) have changed: \_\_\_\_\_

Indicate the above person's relationship to you (Check all that apply):

Self     Spouse     Father     Mother     Other(Explain) \_\_\_\_\_

#### Section II

This form must be completed by financial aid applicants who are requesting a special circumstances review due to a drastic change from previous year income (2010) to current-year income (2011). The special circumstances listed below are applicable to independent students or parents of dependent students. **Please check below the applicable special circumstances:**

##### SPECIAL CIRCUMSTANCES

##### DEPENDENT STUDENT

##### INDEPENDENT STUDENT

Loss of taxable income

During 2011 my family will experience loss of, or reduction of, employment income or reduction in income from source other than employment.

During 2011, either I or my spouse will experience loss of, or reduction of, employment income or reduction in income from source other than employment.

Loss of untaxable income or benefit

One of the student's parents received unemployment compensation or some untaxed income or benefit in 2010, but has completely lost that income or benefit in 2011. The untaxed income or benefit must have been from a public or private agency, from a company, or from a person because of a court order.

The student (or spouse) received unemployment compensation or some untaxed income or benefit in 2010, but has completely lost that income or benefit in 2011. The untaxed income or benefit must have been from a public or private agency, from a company, or from a person because of a court order.

Separation or divorce

The student has already applied for Federal Student Aid, but his or her parents have legally separated or divorced since that time.

The student has already applied for Federal Student Aid, but has legally separated or divorced since that time

Death

The student has already applied for Federal Student Aid, but, since that time, one of the student's parents has died.

The student has already applied for Federal Student Aid, but, since that time, the student's spouse has died.

Elementary or secondary education—**Must include documentation**

The student must document elementary and secondary education costs paid from **January 1, 2010 to December 31, 2010**  
Do not include high school tuition paid for the student who will attend Franciscan University in the 2011-2012 academic year  
**Total = \_\_\_\_\_**

The student must document elementary and secondary education costs paid from **January 1, 2010 to December 31, 2010**  
**Total = \_\_\_\_\_**

Unusual medical or dental expenses—**Must include documentation**

The student can document unusual family medical or dental expenses. Expenses must exceed 8% of Adjusted Gross Income.  
**Total = \_\_\_\_\_**

The student can document unusual family medical or dental expenses. Expenses must exceed 8% of Adjusted Gross Income.  
**Total = \_\_\_\_\_**

**Section III – Comparison of actual 2010 and projected 2011 income from all sources**

If your parent’s income will be lower in 2011 than it was in 2010, complete the parent column. If your income (including your spouse if applicable) will be less in 2011 than in 2010, complete the student column.

	Parents			Student	
	Actual '10	Projected '11		Actual '10	Projected '11
<b>Adjusted Gross Income</b>			<b>Adjusted Gross Income</b>		
Father’s Wages			Student’s Wages		
Mother’s Wages			Spouse’s Wages		
<b>Other Taxable Income</b>			<b>Other Taxable Income</b>		
Interest/Dividend			Interest/Dividend		
Retirement			Retirement		
Unemployment			Unemployment		
Business/Farm			Business/Farm		
Other			Other		
<b>Untaxed Income (Not part of AGI)</b>			<b>Untaxed Income (Not part of AGI)</b>		
Social Security			Social Security		
Child Support			Child Support		
Payments to IRA & Other Pre-tax			Payments to IRA & Other Pre-tax		
Other			Other		

Please attach narrative explanation of special circumstances and the Verification Worksheet found at [http://www.franciscan.edu/Admissions/Default.aspx?id=242&menu\\_id=74](http://www.franciscan.edu/Admissions/Default.aspx?id=242&menu_id=74) and signed copies of 2010 Federal Tax Return for parents and student. Documentation for loss of income would include a letter from employer (must be on company letterhead) verifying lay-off or termination, unemployment verification (total dollar amount), or last pay stubs. Additional information may be requested.

**Section IV – Statement and Certifications**

All of the information on this application is true and complete to the best of my knowledge. I understand that if I purposely give false or misleading information in order to obtain federal funds, I may be subject to a \$10,000 fine, prison sentence or both.

Student _____	Date _____
Student’s Spouse _____	Date _____
Father/Stepfather _____	Date _____
Mother/Stepmother _____	Date _____

Return this form directly to the Franciscan University Financial Aid Office. Be sure that you have completed and filed the 2011-2012 Free Application for Federal Student Aid (FAFSA). **Please allow 4 to 6 weeks processing time once all documentation is received.**

OFFICE USE ONLY

Request:  Accepted  Denied Revised EFC \_\_\_\_\_

Comments: \_\_\_\_\_

FA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

