2013-2014 REQUEST FOR RECONSIDERATION
BASED ON EXTENUATING CIRCUMSTANCES

Student’s Name ___________________________ ID# _______________________

1. Income earned in 2012 does not accurately reflect the student’s and/or spouse’s or parents’ income in 2013 for one of the following reasons. Check all that apply and provide documentation as required on the back of this form.

**Independent Student**
- A. loss of employment or change of employment status for student/spouse;
- B. divorce/separation or death of a spouse;
- C. loss of untaxed income;
- D. disability of student/spouse;
- E. unusual medical/dental bills or disability-related expenses;
- F. one-time income;
- G. other unusual debt/expense (transportation related, child care, etc).

**Dependent Student**
- H. parents’ loss of employment or change in employment status;
- I. student’s loss of employment or change in employment status;
- J. loss of untaxed income (Social Security benefits, pension, etc.);
- K. divorce/separation or death of a parent;
- L. disability of a parent;
- M. unusual medical/dental bills or disability-related expenses;
- N. one-time income;
- O. other unusual debt/expenses (transportation related, child care, residency interviews etc).


<table>
<thead>
<tr>
<th>INCOME*</th>
<th>Student/Spouse</th>
<th>Parent</th>
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<tbody>
<tr>
<td>Wages, salaries, tips (include severance pay, disability payments, etc.)</td>
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<tr>
<td>Other taxable income</td>
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<tr>
<td>Untaxed social security benefits</td>
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<tr>
<td>Aid to Families with Dependent Children</td>
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<td>Child Support Received</td>
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<tr>
<td>Other Untaxed Income</td>
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<tr>
<td>TOTAL INCOME</td>
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*If you or your parents are divorced or separated, give only your information or the information of the custodial parent.

*If loss of income was due to the death of a spouse or parent, give only your information or the information of your surviving parent.

3. If 1-F or 1-N is checked, identify the source of income and explain how the funds were spent or invested. Explain below.

______________________________________________________________________
EXPLANATION: Please explain below the circumstances which merit consideration for extenuating circumstances or attach a letter of explanation.


Loss of employment or change in employment status:
To estimate your projected income for 2013, please provide at least one of the following:
____ A. ESD forms which indicate the amount you will receive from the unemployment benefits;
____ B. letter from employer detailing termination date and gross income received for 2013; and/or
____ C. unemployment papers and copy of last payroll check stub(s) reflecting year-to-date wage total.

Divorce, separation or death of a spouse or parent:
Provide the appropriate W-2 form(s) and one of the following:
____ A. copy of divorce decree
____ B. death certificate or death notice

Loss of untaxed income:
Provide a letter from the agency who provided benefits detailing termination of benefits and copies of summaries of benefits.

Disability of student/spouse/parent:
Provide medical documentation of disability and document any benefits received as a result of the disability. Also document any decrease in income this may have created.

Unusual medical/dental bills or handicapped related expenses:
Provide a copy of Schedule A of the Federal 1040 form or canceled checks or receipts showing amount paid; include medical insurance premiums paid. (To be considered unusual, medical expenses must exceed 11% of the I.P.A.)

One time income:
Document source and amount of income and verify use of income. Discretionary expenses will be reviewed according to Federal Regulations.

Other unusual debt/expenses:
Document the debt/expense and include method of payment. (For unusual transportation expenses, must exceed 9% of the I.P.A.)

CERTIFICATION:
All of the information on this form and on the supporting documents is true and complete to the best of my knowledge.

Approved ____  Rejected ____

Director of Financial Aid OR Date
Asst. Director of Financial Aid

Student’ Signature Date

Parent’s Signature (for Dependent Students only)