

**2009-2010 – Special Circumstances Appeal**  
**Change in Income – Dependent Student**  
**(Must be submitted by April 15, 2010)**

You have indicated that there are special circumstances in your family's financial situation that affect your ability to pay for school.

If you would like the CVTC Financial Aid Office to review your circumstances, complete this form, attach the supporting documentation indicated, and return the form and documentation to the address listed above.

**Please note:** Incomplete forms will be returned unprocessed, if the answer is "0", enter a "0"; do not leave blanks.

**BEFORE SUBMITTING THIS FORM, you must have received your Student Aid Report from the Department of Education; have completed your 2009 Federal Tax Returns if you will file one; and be registered for classes.**

\_\_\_\_\_  
Student's Name (Please print)                      \_\_\_\_\_  
Date of Birth    @ \_\_\_\_\_  
CVTC ID No.

Federal laws governing financial aid allow the Financial Aid Office to recalculate financial need in cases of special circumstances not taken into consideration by the Free Application of Federal Student Aid (FAFSA). The laws allow financial aid administrators to use "professional judgment" to make adjustments that adequately reflect the family's "ability" to pay. Special circumstances are considered on a case-by-case basis. A financial aid administrator's decision is final and cannot be appealed to the Department of Education.

Everyone requesting a special circumstance review must also go through the verification process. The documents required for the verification process are:

- Dependent Verification Worksheet
- Signed copy of student's signed 2008 Federal Tax Return
- Signed copy of parents' signed 2008 Federal Tax Return
- Signed copy of student's signed 2009 Federal Tax Return
- Signed copy of parents' signed 2009 Federal Tax Return

Forms may be printed from our website at <http://www.cvtc.edu/pages/332.asp>. Submit all necessary documentation to the Financial Aid Office. During the review process you may be contacted to provide additional documentation.

Please use the check boxes to ensure that you have attached all necessary documentation; incomplete applications will not receive consideration.

**Allow three (3) weeks for the review to be completed.**  
**If your eligibility increases, a revised award letter showing the updated amounts will be sent to you via U.S. mail. If the review did not increase your financial aid, you will receive a notice via your student e-mail account.**

## You or your parent's 2008 income doesn't reflect your available income due to:

### Reduction in work hours:

Required documentation for you and your parent if applicable:

<input type="checkbox"/>	1. A signed copy of you and your parent(s) 2009 Federal Tax Return if you will file one or a copy of current pay stub(s) and/or last pay stub(s) from any job you and your parent(s) if applicable, received pay for in 2009.
<input type="checkbox"/>	2. Completed projected 2009 adjusted gross income worksheet (page 3) <b>if you are not filing a 2009 Federal Tax Return.</b>
<input type="checkbox"/>	3. Completed additional financial information worksheet (page 4).

### Loss of job:

Required documentation for you and your parent, if applicable:

<input type="checkbox"/>	1. A signed copy of you and your parent(s) 2009 Federal Tax Return if you will file one or a copy of current pay stub(s) and/or last pay stub(s) from any job you and your parent(s) if applicable, received pay for in 2009.
<input type="checkbox"/>	2. A statement from previous employer(s) regarding last day of employment and benefits paid to employee in 2009 (i.e., severance, vacation, sick leave) <b>if you are not filing a 2009 Federal Tax Return.</b>
<input type="checkbox"/>	3. Notice from Bureau of Employment Services stating eligibility for unemployment compensation <b>if you are not filing a 2009 Federal Tax Return.</b> If you or your parent did not and will not receive unemployment, check here: <input type="checkbox"/>
<input type="checkbox"/>	4. Completed projected 2009 adjusted gross income worksheet (page 3) <b>if you are not filing a 2009 Federal Tax Return.</b>
<input type="checkbox"/>	5. Completed additional financial information worksheet (page 4).

### Reduction in or loss of child support, social security benefits, or other benefits received:

Required documentation for you and your parent, if applicable:

<input type="checkbox"/>	1. A signed copy of you and your parent(s) 2009 Federal Tax Return if you will file one or a copy of current pay stub(s) and/or last pay stub(s) from any job you and your parent(s) if applicable, received pay for in 2009..
<input type="checkbox"/>	2. Notice of the Benefit Termination Form or the court order which specifies when payments ceased.
<input type="checkbox"/>	3. Completed projected 2009 adjusted gross income worksheet (page 3) <b>if you are not filing a 2009 Federal Tax Return.</b>
<input type="checkbox"/>	4. Completed additional financial information worksheet (page 4).

## Projected 2009 Adjusted Gross Income

Enter estimates below for income from 01/01/09 – 12/31/09

**The figures below would be the amounts you enter on your Federal 1040 tax return for 2009.  
(The Federal 1040 Tax Return Instructions may help you determine your answers below.)**

**Important: If there is no income to report, enter “0”; do not leave blank**

INCOME	Student	Student’s Parent(s) included on FAFSA
Gross earnings from work from (wages, salaries, tips)		Father - Mother -
Taxable interest and/or dividend income		
Taxable refunds, credits, or offset of state and local income taxes		
Alimony		
Business income or (loss)		
Capital gain or (losses) and/or other gains or losses		
Taxable pensions/annuities, IRA cash outs		
Rental real estate, royalties, partnerships, S corporations, trusts		
Farm income or (loss)		
Unemployment compensation		
Taxable social security benefits		
Other taxable income. (List type and amount)		
<b>TOTAL</b>		

**Important: If there is no adjustment to income to report, enter “0”; do not leave blank**

ADJUSTMENTS TO INCOME	Student	Student’s Parent(s) included on FAFSA
Educator expenses - if you are an eligible teacher		
Certain business expenses of reservists, performing artists, and fee-basis government officials.		
Health savings account deduction		
Moving expenses		
One-half of self-employment tax		
Self-employed SEP, SIMPLE, and qualified plans		
Penalty on early withdrawal of savings		
Alimony paid		
IRA deductions		
Student loan interest deduction		
Tuition and fees deduction		
Domestic production activities deduction		
<b>TOTAL</b>		

**Projected 2009 Additional Financial Information**  
**Enter estimates below for untaxed income from 01/01/09 – 12/31/09**

**Important: If there is no income to report, enter "0"; do not leave blank**

<b>ADDITIONAL FINANCIAL INFORMATION</b>	<b>Student</b>	<b>Student's Parent(s) included on FAFSA</b>
Education credits (Hope and Lifetime Learning tax credits)		
Child support paid as a legal requirement (not to children in the household)		
Taxable earnings from need-based employment programs		
Student grants and scholarships that will be included in your adjusted gross income		
Combat pay or special combat pay (enter only the taxable amount that will be included in your adjusted gross income)		
<b>TOTAL</b>		
Payments to tax deferred pensions and savings plan paid directly or withheld from earnings		
IRA deductions and payments to self-employed SEP, SIMPLE, Keogh qualified plans		
Child support received for all children, don't include foster care or adoption payments		
Tax exempt interest		
Untaxed IRA distributions		
Untaxed portions of pensions		
Housing food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits)		
Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation, and/or VA Educational Work-Study allowances		
Other untaxed income not reported elsewhere		
<b>TOTAL</b>		
Number of exemptions you will be taking on your 2009 Federal Tax Return		

I certify that the information provided on this form and accompanying documentation is true and correct to the best of my knowledge and belief. I agree, if requested, I will provide documentation to support the information provided with this request, after the end of the current calendar year. I understand that underestimating the projected income could result in reduced eligibility, repayment of aid, or both.

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Daytime Phone No.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent's Signature (for dependent students)

\_\_\_\_\_  
 Daytime Phone No.

\_\_\_\_\_  
 Date