



FINANCIAL AID OFFICE
620 W. Clairemont Avenue • Eau Claire, WI 54701-6162
(715) 833-6200 or 1-800-547-2882
Fax (715) 833-6293

2010-2011 – Special Circumstances Appeal
Certification of Parent Enrolled in College – Dependent Student

You have indicated that there one or both of your parents will be enrolled at least half time in a post-secondary educational program.

BEFORE SUBMITTING THIS FORM, you must have received your Student Aid Report from the Department of Education and be registered for classes in a Financial Aid eligible program.

Student's Name (Please print) Birth Date Student's CVTC ID No.

Federal laws governing financial aid allow the CVTC 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 2009 Federal Tax Return
Signed copy of parents' 2009 Federal Tax Return

- Forms may be printed from our website located at http://www.cvtc.edu/pages/332.asp.
Submit this page and the above documentation to the CVTC Financial Aid Office.
Complete the next page of this form and forward it to the school your parent is attending.
During the review process, you may be contacted to provide additional documentation.
Please use the check boxes, above, to ensure that you have attached all necessary documentation.
Incomplete applications will not receive consideration.

Student's Signature Daytime Phone No. Date

Parent's Signature (for dependent students) Daytime Phone No. Date

- 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.

