@00 _____
CVTC Student ID Number
B-R-ID/Spec Circumstance

**FINANCIAL AID OFFICE**
**620 W. Clairemont Avenue • Eau Claire, WI 54701-6162**
**(715) 833-6200**
**Fax (715) 833-6293**

# 2011-2012 – Special Circumstances Appeal Changing Status of Independent Student to Divorced or Separated after Filing FAFSA as Married

You have indicated that there are special circumstances in your family's financial situation that affect your ability to pay for school. In order for our office to review your special circumstances, you must complete and return this form, with the required documentation listed below, to the CVTC Financial Aid Office.

**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 Financial Aid Office to recalculate financial need in cases of special circumstances not taken into consideration by the Free Application for 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.

## Special Circumstances Appeal Documentation:

- **Everyone requesting a special circumstance review must also go through the verification process. The documents required for the verification process are:**
  - ☐ Independent Verification Worksheet
  - ☐ Signed copy of Student's (and spouse's, if appropriate) 2010 Federal Tax Return
- **You filed your FAFSA indicating that you were married and have since become legally separated or divorced; and you must provide the following documentation:**
  - ☐ Copy of legal separation papers or a copy of divorce papers
  - ☐ Copy of your 2010 W-2s used to complete your 2010 Federal Tax Return.

Forms may be printed from our web site at http://www.cvtc.edu/pages/332.asp. Submit this form and the above documentation to the Financial Aid Office. Please use the check boxes above to ensure that you have attached all required documentation. ***Incomplete applications will not receive consideration.*** During the review process you may be contacted to provide additional documentation.

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 that, 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

- **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.**