@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
Receipt of Lump Sum Payment in 2010 That Will Not Be Received in 2011
Independent Student

You have indicated that you or your spouse received a lump sum payment in 2010 that will not be received in 2011.

If you would like the CVTC Financial Aid Office to review your circumstances, complete this form (front and back), attach the supporting documentation indicated, and return the form and documentation to the address listed above. **Financial aid awards will not be affected if the lump sum payment was used to pay off consumer debt such as charge cards, personal loans or used for daily living expenses.**

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 (print) Birth Date CVTC Student 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 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 2010 Federal Tax Return,
- ☐ Special Circumstances Appeal Form with lump sum payment information provided on page 2.

- Forms may be printed from our website at http://www.cvtc.edu/pages/332.asp.
- Submit form and required documentation to the CVTC 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 required documentation.
- Incomplete forms will not receive consideration and will be returned unprocessed.

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, to provide documentation to support the information provided with this request.

_____ _____ _____
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 notification via your student e-mail account.

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Information Required Regarding Lump Sum Payment

Description of Lump Sum Payment	Amount Received
Example: *Cash Received from 401K*	$ *5,000.00*
Example: *One-time Inheritance*	$ *3,000.00*
	$
	$
	$
	$
	$

Item Paid with Lump Sum Payment Including Investment or Savings Account (How the money was spent or saved)	Amount Paid	Date Paid
Example: *Doctor Bill for Child*	$ *4,500.00*	*3/2/2010*
Example: *Purchased Stocks*	$ *3,500.00*	*12/31/2010*
	$	
	$	
	$	
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