



**SOUTH  
SUBURBAN  
COLLEGE**  
Office of  
**FINANCIAL AID**

SOUTH SUBURBAN COLLEGE FINANCIAL AID OFFICE  
15800 S. State Street  
South Holland, IL 60473  
**Office: (708) 596-2000, ext. 5780**

OFFICE USE ONLY

## SPECIAL CIRCUMSTANCES APPEAL 2018-2019

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ SSC ID: \_\_\_\_\_

Federal Regulations allow South Suburban College to review unusual circumstances on a case-by-case basis, and allow limited adjustments to be made to the original financial data reported on the FAFSA. This form is used for reporting significant changes that have occurred. If the financial aid administrator determines that an appeal is not appropriate, the decision cannot be appealed (i.e. If your EFC from the FAFSA is "0") **Changes resulting from this review does not guarantee an increase in financial aid. Please write student name and id on all documentation.**

### Check the family member that experienced the unusual circumstance:

Student/ Student's Spouse       Father/Step-father       Mother/Step-mother

### Each Special Circumstances Appeal must include the following information for consideration:

- A copy of all 2016 W-2 income statements, as well as tax information described in the following sentences. Submit a signed copy of your and/or your spouse's/parent(s)' (if applicable) 2016 Federal IRS Tax Return Transcript (if filed). If this request is being submitted after January 1, 2018, submit 2017 Federal IRS Tax Return Transcript and all 2017 W-2(s);
- Written or typed statement explaining your situation
- Complete this form, sign and dated by student (spouse if married) or parent

### Please check the applicable section(s) below, and attach the required documentation

REASON	REQUIRED DOCUMENTATION
<input type="checkbox"/> Loss of job or change in employment	<ul style="list-style-type: none"> <li>• Letter of notification from employer concerning job loss, termination, lay-off or work reduction</li> <li>• Copy of last (most recent) pay stub from each employer</li> <li>• Award letter from unemployment stating weekly benefit amount</li> <li>• Is there a severance package?               <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes provide documentation and amount</li> <li><input type="checkbox"/> No, provide letter from employer indication severance package not provided</li> </ul> </li> <li>• Provide estimated income information on page 2</li> </ul>
<input type="checkbox"/> Divorce or Separation (Only if you have done so since you filed the 2018-2019 FAFSA or if you filed a joint tax return)	<ul style="list-style-type: none"> <li>• Attach copy of divorce decree, separation</li> <li>• Attach copy of IRS Tax Return Transcript and W-2(s)</li> <li>• Provide estimated income on page 2</li> </ul>
<input type="checkbox"/> Death of spouse	<ul style="list-style-type: none"> <li>• Attach copy of death certificate(or obituary notice)</li> <li>• Are there survivor's benefits (social security, life insurance)?               <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes provide documentation and amount</li> <li><input type="checkbox"/> No, provide letter indicating no benefits were received</li> </ul> </li> </ul>

<input type="checkbox"/> <b>Reduction or Loss of untaxed income and/or benefits</b> (Is your income less than what was reported on your Tax Return?)	<input type="checkbox"/> Unemployment Benefits: <ul style="list-style-type: none"> <li>• Attach an official statement indicating termination of unemployment compensation, stating the ending date and monthly amount received</li> </ul> <input type="checkbox"/> Child Support <ul style="list-style-type: none"> <li>• Attach a copy of court or child support agency documents stating benefit ending amount</li> </ul> <input type="checkbox"/> Social Security <ul style="list-style-type: none"> <li>• Attach a copy of the notification you received concerning your loss of social security income benefit end date</li> <li>• Provide estimated income on page 2</li> </ul>
<input type="checkbox"/> <b>One-time disbursement of income</b>	<ul style="list-style-type: none"> <li>• Submit copy of IRS transcript showing the amount of the one-time disbursement</li> <li>• IRS Form 1099-R (Distributions from Pensions, Annuities, Retirement, IRAs, etc.)</li> <li>• Provide estimated income on page 2</li> </ul>
<input type="checkbox"/> <b>Unusually High Medical or Dental Expenses</b> may only be considered if the expenses were required by a physician (not elective surgery) & if they exceed 11% of the family's AGI	<input type="checkbox"/> Medical or <input type="checkbox"/> Dental <ul style="list-style-type: none"> <li>• Attach a copy of the Schedule A from Federal Income Tax Return</li> <li>• Copies of paid medical/prescription receipts not paid by insurance</li> </ul>
<input type="checkbox"/> <b>Other:</b> Please specify _____	<ul style="list-style-type: none"> <li>• Attach supporting documentation from the resource, describing the benefit, dates received, the reason it is no longer available, the ending date and monthly amount received</li> </ul>

**ESTIMATED INCOME INFORMATION:** Provide estimates of all income that is expected to be received by your household for the 2018 calendar year. If a dependent students, mother and father or independent student and spouse are both employed or have other sources of income. Please complete both columns.

	Student	Spouse(if married)	Parent 1	Parent 2
2018 Income from Work	\$	\$	\$	\$
2018 Unemployment Benefits	\$	\$	\$	\$
2018 Social Security Benefits	\$	\$	\$	\$
2018 Disability Income (Non SSI)	\$	\$	\$	\$
2018 Workers Compensation	\$	\$	\$	\$
2018 Cash support(from friends/relatives)	\$	\$	\$	\$
Other: _____	\$	\$	\$	\$

I/We certify that all information on this form is true, complete and accurate. Upon request, I agree to provide additional proof of the information reported on this form. Warning: If you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both.

\_\_\_\_\_  
Student (and/or Spouse) Signature

\_\_\_\_\_  
Parent Signature (If dependent)

\_\_\_\_\_  
Date

**OFFICE USE ONLY:**

Special Circumstance:  Approved  Denied FAA: \_\_\_\_\_ Date \_\_\_\_\_