

INCOME APPEAL 2011-2012



LAST NAME	FIRST NAME	ECC ID NUMBER
ADDRESS (STREET, APARTMENT NUMBER, CITY, STATE, ZIP CODE)		TELEPHONE NUMBER

Sometimes families have special circumstances which may require recalculating their financial aid eligibility based on their **estimated 2011** information, rather than the required **2010** information reported on the 2011-2012 Free Application for Federal Student Aid (FAFSA).

This form and required information must be submitted before we will consider your Income Appeal request. **Submission of this appeal does not guarantee approval.** Please be advised that appeal requests, if approved, are granted on a one-time, case-by-case basis. **All appeal decisions are final. Approved appeals may not automatically qualify the student to receive additional financial aid.**

PAGE 1 INSTRUCTIONS:

1. Below, check **only one** situation for which you are requesting a special circumstances review.
2. Attach the required documentation as listed below; during the review, the Financial Aid Office may require additional information.
3. Submit all requested documents to the Office of Financial Aid.

SPECIAL CIRCUMSTANCE SITUATION (check **only one** situation)

Unemployment for at least 10 weeks beginning on or after January 1, 2011.

Examples include: Termination/layoff from job, significant reduction in work hours or income, or retirement.

Required Documents: Signed and dated Employer Letter (on company letterhead) listing the following: last date of employment, total earnings from Jan. 1, 2011 through last date of employment in 2011, copy of last pay stub, and copy of severance/benefits/unemployment compensation eligibility.

Loss of 2011 Income Other Than Employment.

Examples include: Loss of Social Security, TANF, Child Support, One time income such as IRA or pension distribution, inheritance, or any Other Untaxed Income.

Required Documents: Documentation of termination of benefits from benefit provider. Examples include Social Security Administration, Department of Social Services, divorce decree, court order.

Separation or Divorce of (check one): **parent** or **spouse during the 2011 calendar year**

Examples include: Parent (if dependent) or spouse (if independent) no longer residing in household due to separation or divorce.

Required Documents: Copy of separation agreement, divorce decree, or substantial evidence (mortgage/leasehold information) proving parent (if dependent) or spouse (if independent) is residing in separate residence. Parties in question living in same dwelling will not be considered.

Death of (check one): **parent** or **spouse during the 2011 calendar year**

Examples include: Parent (if dependent) or spouse (if independent) deceased after student filed 2011-2012 FAFSA.

Required Documents: Copy of death certificate.

Explanation of Your Situation: _____

STUDENT SIGNATURE

DATE SIGNED

STUDENT NAME (PLEASE PRINT)

STUDENT E-MAIL