



2018 – 2019

SPCO - Request for Recalculation Due to Special Conditions

PURPOSE OF THIS FORM: Your initial financial aid award notification will show eligibility for financial aid based on the income and asset information reported on the 2018-19 FAFSA application. If you have experienced significant changes in your income or an extenuating financial circumstance, you can submit this application to request a review of your initial financial aid application. This review will help determine if additional funding is available to you.

Please be advised that in order to properly evaluate your situation, you must provide a statement and supporting documentation. We will neither accept nor process changes without a statement and documentation.

The financial aid department may contact you by phone or CR student email to request information in addition to the initial information provided with this application. Only certain circumstances qualify for review, and all decisions are final. No new information will be considered once a decision has been made.

Your dependency status for the purpose of processing your special conditions request will be the same as defined by the FAFSA application. Independent students will be required to provide personal income information and, if married, income information for their spouse. Dependent students will be required to provide personal income information and income information for their parent(s).

Please note: Applications may take as long as 4 to 8 weeks to process. This timeline may be longer if the initial processing of a financial aid file is not complete. You will be notified of the acceptance or denial of this application via your College of the Redwoods student email.

_____ *Print Student's Name*

_____ *Student's ID Number*

SECTION 1. Check the appropriate boxes below to indicate the income or extenuating financial circumstance:

<p><u>Student and/or Student's Spouse:</u></p> <p>Yes/No An income change or circumstance occurred during the 2017 year. <i>(If yes, please provide a copy of your 2017 tax documents in addition to the other documentation required).</i></p> <p>Yes/No An income change or circumstance did not occur during the 2017 year; however, my circumstances did change in 2018.</p> <p>The change that occurred is due to:</p> <p><input type="checkbox"/> Loss of Employment</p> <p><input type="checkbox"/> Job Change</p> <p><input type="checkbox"/> Reduction in Work Hours</p> <p><input type="checkbox"/> Loss of Benefit <i>(child support, unemployment, etc.)</i></p> <p><input type="checkbox"/> One Time Income Received</p> <p><input type="checkbox"/> Other _____</p>	<p><u>Parent(s) and/or Parent's Spouse:</u></p> <p>Yes/No An income change or circumstance occurred during the 2017 year. <i>(If yes, please provide a copy of your 2017 tax documents in addition to the other documentation required).</i></p> <p>Yes/No An income change or circumstance did not occur during the 2017 year; however, my circumstances did change in 2018.</p> <p>The change that occurred is due to:</p> <p><input type="checkbox"/> Loss of Employment</p> <p><input type="checkbox"/> Job Change</p> <p><input type="checkbox"/> Reduction in Work Hours</p> <p><input type="checkbox"/> Loss of Benefit <i>(child support, unemployment, etc.)</i></p> <p><input type="checkbox"/> One Time Income Received</p> <p><input type="checkbox"/> Other _____</p>
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SECTION 2. Attach a detailed statement explaining how your circumstances have changed. Be sure to include all relevant information and present your statement in chronological order. The financial aid office should be able to read your statement and understand your financial situation clearly.

Suggested information for your statement:

- Dates of all income changes.
- Reasons for the change (*ex: loss of employment, reduction in work hours, new employment, relocation, increased medical bills, etc.*).
- Past and present employment information (*ex: place of employment, date range, pay rate, etc.*).
- Status of unemployment or disability benefits (*ex: start and end dates, amount(s) received, etc.*).
- If you no longer receive income from wages or benefits, state this clearly.
- Any other additional information that will help describe your past, current and future financial situation.

SECTION 3. Documentation of the change in circumstance will be required. Please check the boxes below to indicate the type of documentation that will be attached to this application:

- 2017 1040, 1040A or 1040EZ tax form.
- A statement or letter from your former or current employer identifying the change (*layoff, retirement and/or reduction of work hours*) and date of when change occurred. The letter must be on company letterhead.
- A copy of your most recent pay stub showing year-to-date earnings or a W-2.
- A copy of your most recent check stub from unemployment, disability or any other types of financial assistance.
- A statement, letter or additional information from a third-party source that helps to document your situation.
- Other(*Please specify*):

SECTION 4. CERTIFICATION: Signing below certifies that all of the information I reported is complete and correct. I understand that the information submitted is subject to verification. I understand that if I do not provide documentation, my request for review of special circumstances will not be processed. False statements or misrepresentations will be cause for denial, reduction, withdrawal and/or repayment of financial aid.

Please note the following deadlines: **Fall Only - October 26, 2018 Spring Only or Fall/Spring - March 22, 2019**

Student's Signature

Date