

PART III: Explanation of Situation

Please check one box that corresponds to your situation:

SITUATION	DOCUMENTATION REQUIRED
<input type="checkbox"/> Divorce or Separation	-Copy of divorce decree/separation papers or evidence of separate living accommodations -Copy of 2009 Federal Tax Return and W-2's
<input type="checkbox"/> Retirement	-Letter of separation from employer -Copy of last pay stub showing earnings -Statement of Retirements benefits
<input type="checkbox"/> Death of parent/spouse	-Photocopy of death certificate
<input type="checkbox"/> Loss of Employment for Student, Spouse or Parent (loss employment must occur 16 weeks prior to request)	-Letter of separation from employer -Copy of last pay stubs from both previous and current jobs if applicable -Copy of unemployment benefits or statement of ineligibility for unemployment benefits -Copy of 2009 Federal Tax Return
<input type="checkbox"/> Loss of other income	-Statement of benefits (e.g. Social Security benefits) -Letter from parent paying child support or Friend of the Court including stop date and amounts -Other applicable documentation to verify loss of other income -Copy of 2009 Federal Tax Return
<input type="checkbox"/> Elementary/secondary tuition	-Copy of paid invoice-Letter certifying enrollment from school
<input type="checkbox"/> Medical expenses (only applies if you filed a 1040 Schedule A)	-Copy of 2009 Federal 1040 income tax return Schedule A
<input type="checkbox"/> Disaster or Natural Causes	-Date disability occurred -Proof of disability (medical documentation, letter from vocational rehabilitation, etc.) -Copy of current year-to-date pay stubs from all jobs held -Proof of disability income
<input type="checkbox"/> Other	-Provide all supporting documentation

PART IV: Explanation of Circumstances and Additional Required Documents**A) Student, Spouse or Parental total loss of untaxed income or benefit for more than 10 consecutive weeks in 2010.**

This must be a complete loss of the benefit. The untaxed income or benefit must have been from a public or private agency, company, or person because of a court order. Do not include Veterans' educational benefits.

Check only one box that corresponds to your situation and provide the documentation listed whenever applicable.

Loss of unemployment compensation for _____ weeks in 2010

Required documentation of loss of unemployment compensation benefits:

- 2009 Federal Income Tax Return, including all schedules, W-2 and 1099/W-6 forms;
- Termination Letter;
- Unemployment insurance benefits;
- Letter from employer evidencing employment status change;
- Projected income earned for current year;
- Statement regarding any anticipated retirement benefits (including social security) for the current year

Loss of Social Security benefits for _____ weeks in 2010

Required documentation of loss of social security benefits:

- 2009 Federal Income Tax Return, including all schedules, W-2 and 1099/W-6 forms;
- Date benefits stopped;
- Documentation from agency providing benefits that states when benefits stopped and amount received (if any) in the current year;
- Copies of most recent pay stubs or statements of earnings to date for all 2010 employment of both parents

Loss of Disability benefits for _____ weeks in 2010

Required documentation of loss of disability benefits:

- 2009 Federal Income Tax Return, including all schedules, W-2 and 1099/W-6 forms
- Date disability occurred;
- Proof of disability (medical documentation, letter from vocational rehabilitation, etc);
- Copy of current year-to-date pay stubs from all jobs held;
- Proof of disability income;
- Documentation on all other sources of parent income (taxable and non-taxable)

Loss of Welfare benefits for _____ weeks in 2010

Required documentation of loss of welfare:

- 2009 Federal Income Tax Return, including all schedules, W-2 and 1099/W-6 forms
- Benefit provider's notification to you of loss of benefit
- Copies of most recent pay stubs or statements of earnings to date for all 2010 employment of both parents
- Documentation on all other sources of parent income (taxable and non-taxable)

Loss of Court Ordered Child Support for _____ weeks in 2010

Required documentation of loss of court ordered child support:

- 2009 Federal Income Tax Return, including all schedules, W-2 and 1099/W-6 forms
- Court documents verifying loss and date/conditions of loss
- Copies of most recent pay stubs or statements of earnings to date for all 2010 employment of both parents
- Documentation on all other sources of parent income (taxable and non-taxable)

Other _____ for _____ weeks in 2010

B) Student, Spouse or Parental loss of employment for more than 10 consecutive weeks in 2010. This must be a complete loss of employment.

Check only one box that corresponds to your situation and provide the documentation listed whenever applicable.

Termination or cessation of employment for _____ weeks in 2010

Required documentation of termination or cessation of employment:

- 2009 Federal Income Tax Return, including all schedules, W-2 and 1099/W-6 forms
- Employer's notice and/or written documentation of termination/cessation
- Copy of most recent pay stubs or statement of earnings to date for all 2010 employment of both parents
- Notice of application for unemployment compensation and amount received
- Documentation on all other sources of parent income (taxable and non-taxable)
- Attending Doctor's statement of disability
- Notification of Worker's Compensation
- Documentation of employer disability payments

Name of person who is unemployed _____

If not the student, please list the relationship _____

Disability or natural disaster; unable to earn money for _____ weeks in 2009

Required documentation of disability or natural disaster:

- 2009 Federal Income Tax Return, including all schedules, W-2 and 1099/W-6 forms
- Attending Doctor's statement of disability
- Documentation of date disability or natural disaster resulted in termination of employment
- Documentation of employer disability payments

PART VIII: Reporting of Income

Please complete the following income chart to reflect actual and projected income for the year 2009.
This form will not be accepted until after July 1, 2009.

	Actual 2010 Income From Work	Actual 2010 Untaxed Income	Source of Untaxed Income	Projected 2010 Income through 12/2010	Source of Projected 2010 Income through 12/2010
Father (Dependent Students)	\$	\$		\$	
	\$	\$		\$	
	\$	\$		\$	
Mother (Dependent Students)	\$	\$		\$	
	\$	\$		\$	
	\$	\$		\$	
Student	\$	\$		\$	
	\$	\$		\$	
	\$	\$		\$	
Spouse (Independent Students)	\$	\$		\$	
	\$	\$		\$	
	\$	\$		\$	
	\$	\$		\$	

Be certain you have completed the following before submitting your appeal to us:

1. Provide a detailed letter of appeal that explains how your family's financial status has changed and indicate the situation that applies by checking the appropriate box on the front of this form.
2. Please complete all sections (*both sides*) of this form.
3. Attach required documentation.

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Reviewed by: _____ Date: _____ APPROVED DISAPPROVED
Reason: _____

	Current Income	Current Taxes Paid	Adjusted Income for PJ	Adjusted Taxes Paid for PJ (per EExpress)
Parental Information	\$	\$	\$	\$
Student Information	\$	\$	\$	\$
Spouse Information	\$	\$	\$	\$