2020-2021 SPECIAL CIRCUMSTANCE APPLICATION
PARENTS OF DEPENDENT STUDENTS

Student Name: ___________________________________________          Student ID: ____________________________

At Ursuline, we know that a college education is one of the best investments one can make, and financing a college education is an important concern for nearly every student. Sometimes families experience special circumstances, which affect their ability to finance a college education that has not been captured or accurately reflected through the federal financial aid application process.

The federal aid formula used to determine need now uses tax information from two years’ prior to measure need. We understand this assessment can increase the possibility of significant changes to family situations because of the year lag time.

We ask that you complete this form, and attach appropriate documentation and details about the nature of your special circumstance so that we may best understand and act upon your request. We can then determine if updating your FAFSA application with this new information will impact aid eligibility, allowing adjustments to your federal and/or state financial aid. Please note: We cannot respond to anticipated changes, wait until the changes occur before submitting. Your request may not result in an increase of your financial aid eligibility. Decisions are final and further appeals will be reviewed only if new information or circumstances arise.

The following documents are required to be submitted before your appeal will be reviewed. Do not submit your appeal until you have all required documents.

- Detailed explanation of your situation with documentation
- 2018 IRS Tax Return Transcript(s) for Student and Parent(s) (if data retrieval not used on FAFSA)
- All additional required documentation listed for your circumstances

- **One-time Income Payment:** You or your parent(s) received a one-time income payment in 2018 (may include pension or IRA distribution, inheritance, or bonus.)
  
  Additional required documentation:
  1.) Documentation of one-time payment
  2.) Explanation of why one-time payment in not available for educational purposes
  
  *Consumer debt cannot be considered when determining a family’s ability to contribute to a student’s education

- **Loss of Untaxed/Taxable income:** Child Support, Alimony, Workers Compensations, or other
  
  List benefit or Untaxable/Taxable income source: ______________________________________________________
  
  Date of Benefit or Income Loss: _____/_____/_____
  
  Amount received for 2018 $________________
  
  Additional required documentation:
  Termination letter from provider/agency.

- **Separation/Divorce:** Date of Separation/Divorce: _____/_____/_____
  
  Additional required documentation:
  1.) Separation or divorce papers
  2.) All 2018 W-2’s for both parents
**Death of parent(s)**
Name of Deceased: ____________________________ Date: _____/_____/
Relationship to Student: _________________________________________
Additional required documentation:
1.) Proof of death
2.) All 2018 W-2 for parent(s)

**Private School Tuition paid for legal dependents**
Elementary/Secondary school tuition expense totaling $__________ for 2018 tax year
Name of child/children: ________________________________________
Additional required documentation:
A statement on school letterhead, indicating the amount paid minus scholarships/tuition assistance.

**Excessive Medical or Dental Payments:** Payments must be those unreimbursed, do not include tax-exempt insurance premiums or expenses paid by medical saving through payroll deductions.
Additional required documentation:
1.) Copy of Schedule A from 2018 Federal Tax Return and/or
2.) Proof of medical expenses paid from medical provider, not covered by insurance company

**Loss of Employment:** Only if 2020 income will be substantially lower than 2018 income
(check one) ___Mother  ___Father  ___Student  Date of Loss: _____/_____/
Additional required documentation:
1.) A letter on letterhead from previous employer indicating last day worked
2.) Last paystub showing year to date earnings or letter from employer indicating year to date earnings
3.) Unemployment Benefits Determination Statement
4.) Most current paystub, if employed

**Other unusual circumstances**
Additional required documentation:
1.) Detailed statement explaining circumstances
2.) Supporting documentation

EVERYONE MUST COMPLETE THE FOLLOWING SECTIONS

**HOUSEHOLD INFORMATION:** List the people in your parents’ household, include:
- Yourself and your parent(s), including stepparent even if you don’t live with your parents, and
- Your parents’ other children, even if they don’t live with your parent(s), if your parents will provide more than half of their support from July 1, 2020 through June 30, 2021, or the children would be required to provide parental information when applying for Federal Financial Aid, and
- Other people if they now live with your parent(s), and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2020 through June 30, 2021.

Write the names of all household members in the chart below. Also, write in the name of the college for any household member, excluding your parent(s), who will be attending college at least half time between July 1, 2020 and June 30, 2021, and will be enrolled in a degree, diploma, or certificate program. If you need more spaces, attach a separate page.

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<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College/University</th>
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ESTIMATE OF 2020 INCOME
Provide the BEST estimate of your parents’ income from all sources for the period of January 1, 2020 through December 31, 2020. You must answer each of the following lines. Report “0” if nothing is received. Be sure to list figures that encompass the entire 2020 calendar year – it may be necessary to project or estimate a portion of this income.

### ESTIMATE 2020 TAXABLE INCOME:

| 1. Wages, salaries, and tips earned by father/stepfather (gross income). | 12 – MONTH FIGURES |
| 2. Wages, salaries, and tips earned by mother/stepmother (gross income). |
| 3. Unemployment benefits. |
| 4. Interest/dividend income, capital gains. |
| 5. Alimony. |
| 6. Any other taxable income received. (Please list.) |

### ESTIMATED 2020 UNTAXABLE INCOME:

| 2. Aid to Family with Dependent Children (AFDC or ADC). |
| 3. Child Support received for all children. |
| 4. Worker’s Compensation. |
| 5. Any other untaxable income received. (Please list.) |

### ASSETS:

| 1. Cash, savings, and checking. |
| 3. Net worth of current business and/or investment farm. |

### INCOME EXCLUSIONS:

| 1. Child support paid. |

**Certification:**
I affirm that the data contained on this form and documentation submitted with this form is true and complete to the best of my knowledge. Upon request, I will provide additional documentation to substantiate the information provided.

Student Signature ___________________________ Date ________________

Parent Signature ___________________________ Date ________________

**REMEMBER:** ATTACH A COPY OF YOUR AND YOUR PARENTS’ 2018 FEDERAL TAX RETURN TRANSCRIPT(S), AS WELL AS ANY OTHER DOCUMENTATION THAT MAY HELP TO SUBSTANTIATE YOUR CLAIM.

**RETURN FORM TO:** Ursuline College, Student Service Center, 2550 Lander Road, Pepper Pike, Ohio 44124