

Office of Financial Aid

2021-2022 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
- 2019 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

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- One-time Income Payment:** *You or your parent(s) received a one-time income payment in 2019 (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 is 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 2019 \$ _____

Additional required documentation:

Termination letter from provider/agency.

- Separation/Divorce:** Date of Separation/Divorce: ____/____/____

Additional required documentation:

- 1.) Separation or divorce papers
- 2.) All 2019 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 2019 W-2 for parent(s)

Private School Tuition paid for legal dependents

Elementary/Secondary school tuition expense totaling \$_____ for 2019 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 2019 Federal Tax Return and/or
- 2.) Proof of medical expenses paid from medical provider, not covered by insurance company

Loss of Employment: *Only if 2021 income will be substantially lower than 2019 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, 2021 through June 30, 2022, 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, 2021 through June 30, 2022.

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, 2021 and June 30, 2022, and will be enrolled in a degree, diploma, or certificate program. If you need more spaces, attach a separate page.

Full Name	Age	Relationship	College/University
		Self	

ESTIMATE OF 2021 INCOME

Provide the BEST estimate of your parents' income from all sources for the period of January 1, 2021 through December 31, 2021. You must answer each of the following lines. Report "0" if nothing is received. Be sure to list figures that encompass the entire 2021 calendar year – it may be necessary to project or estimate a portion of this income.

ESTIMATE 2021 TAXABLE INCOME:

12 – MONTH FIGURES

- 1. Wages, salaries, and tips earned by father/stepfather (gross income). _____
- 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 2021 UNTAXABLE INCOME:

- 1. Social Security Benefits (including Supplemental Security 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. _____
- 2. Net worth of current investments. _____
- 3. Net worth of current business and/or investment farm. _____

INCOME EXCLUSIONS:

- 1. Child support paid. _____
- 2. Federal work-study earned in 2021. _____

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 _____

REMINDER: ATTACH A COPY OF YOUR AND YOUR PARENTS' 2019 FEDERAL TAX RETURN TRANSCRIPTS(S), AS WELL AS ANY OTHER DOCUMENTAION THAT MAY HELP TO SUBSTANTIATE YOUR CLAIM.

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