

## **IMPORTANT INFORMATION REGARDING SPECIAL CIRCUMSTANCE REQUESTS**

Special Circumstance requests are intended for students/spouses and/or parents who have experienced significant changes. These changes include, but are not limited to: loss of income/benefits, separation/divorce, and death/disability. The timing of these changes will be reviewed on an individual basis.

The special circumstance request process begins after our office receives all necessary documents. The Special Circumstance and Dependency Override Committee meets bi-monthly to review requests. If your request is approved, corrections, if necessary, may be made to your FAFSA information. Once the processed information is received by Aurora University, the Financial Aid Office will re-evaluate your financial aid eligibility.

Note the following information as you complete the Special Circumstance Request:

- Thorough documentation is required to explain and verify your current situation. Income information originally provided on your FAFSA will also be verified. If your appeal or documentation is incomplete, it will be returned which can cause delays.
- This request is to assess your additional need due to unusual circumstances. There is no guarantee an appeal will result in more aid or different types of aid awarded to you. The benefit to you, if any, will be influenced by: a) the types and amounts of changes to your FAFSA information, b) the types of financial aid for which you qualify, c) your current financial aid package and, d) the maximum amounts allowed in federal and state financial aid programs.
- You will be notified of the result by mail.
- This request is in effect for the 2007-2008 academic year only. Policies and procedures are subject to change annually as influenced by institutional and regulatory changes.

If you have any questions regarding the Special Circumstance Request, please contact our office.

**OFFICE OF ADMISSION & FINANCIAL AID  
AURORA UNIVERSITY \* 347 S. GLADSTONE AVE. \* AURORA, IL 60506  
Phone # 630-844-6190 or 1-800-742-5281  
Fax # 630-844-6191**

# 2007 - 2008 SPECIAL CIRCUMSTANCE REQUEST FORM

(Please complete and submit all pages of this form and include the appropriate documentation)

Student's Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

If you meet one of the special circumstances listed below, complete and return this appeal form, along with the required documentation, to the Office of Admission and Financial Aid. Print the student's name and Social Security number at the top of all submitted documentation to assure proper identification.

**NO ACTION WILL BE TAKEN if the required documentation is not submitted with this form.**

## All SPECIAL CIRCUMSTANCE REQUESTS REQUIRE THE FOLLOWING:

- Statement explaining your appeal condition.**
- Signed copy of 2006 Federal Income Tax Return and ALL Schedules for student/spouse/parent.
- Copy of all 2006 W-2s used in filing Federal Income Tax Returns for student/spouse/parent.
- Institutional Verification Worksheet.

## SECTION A: APPEAL CONDITIONS

### 1. \_\_\_\_\_ **Loss of Income/Benefits**

- Student/Spouse/Parent has been terminated or separated from a job for at least 8 consecutive weeks in 2007 or has had a significant reduction in earnings in 2007.
- Student/Spouse/Parent has lost benefits (Social Security, unemployment compensation, child support, TANF, etc.) in 2007.

#### **Required Documentation for Loss of Income/Benefits**

- A letter from the employer/agency documenting the last date of employment/benefits.
- Copy of last paycheck stub(s) from **ALL** employers.
- Copy of Unemployment or Workman's Compensation Benefits that includes amount and duration of benefits.
- Report 2007 income earned to date and projected earnings through December 2007, in Section B of this form.
- You may be required to verify these circumstances later with a 2007 Federal Income Tax Return.

### 2. \_\_\_\_\_ **Separation/Divorce of Student or Parents**

- Date of separation or divorce \_\_\_\_\_.
- You must provide legal documentation of the separation/divorce.
- Report projected 2007 maintenance and/or child support in Section B of this form.

### 3. \_\_\_\_\_ **Death/Disability of Parent/Spouse**

- Provide official documentation of the death/disability.
- Report projected 2007 benefits/settlement in Section B of this form.
- Report projected 2007 earnings in Section B of this form.

### 4. \_\_\_\_\_ **Major Medical Expenses Paid**

- Schedule A must have been filed with your 2006 Federal Income Tax Return to qualify for this appeal.

### 5. \_\_\_\_\_ **Tuition Paid at Private Elementary, Middle and High Schools**

- Copy of 2007-08 tuition bills on school letterhead.

### 6. \_\_\_\_\_ **Other**

- If you feel you have an unusual circumstance not covered in any of the above conditions, explain in detail. Submit documentation to support your explanation.

## SECTION B: ESTIMATED 2007 INCOME FORM

This is completed for: Parent \_\_\_\_\_ Student \_\_\_\_\_

You have stated that you worked in 2006 but are now either unemployed or your income status has changed. For the financial aid staff to evaluate the impact of this change, please complete the following:

1. My current employment status is: \_\_\_\_\_ unemployed \_\_\_\_\_ working part-time/full-time
2. How many hours per week? \_\_\_\_\_
3. How much do you earn per hour? \$ \_\_\_\_\_

Estimated gross income from employment for 2007 \$ \_\_\_\_\_

Spouse's expected 2007 gross income \$ \_\_\_\_\_

Total expected unemployment benefits for 2007 \$ \_\_\_\_\_

Child Support received for all children \$ \_\_\_\_\_

Welfare benefits or general assistance \$ \_\_\_\_\_

Social Security benefits \$ \_\_\_\_\_

Veteran's benefits – specify type: \$ \_\_\_\_\_

\_\_\_\_\_ Pensions or retirement benefits \$ \_\_\_\_\_

Workman's compensation \$ \_\_\_\_\_

Cash support from relatives/friends \$ \_\_\_\_\_

Other – specify type: \$ \_\_\_\_\_

\_\_\_\_\_ TOTAL ESTIMATED 2007 INCOME: \$ \_\_\_\_\_  
(Must be greater than zero)

*I declare that the above information is true, complete, and accurate to the best of my knowledge.*

\_\_\_\_\_ / \_\_\_\_ / 2007 Student's Signature & Date

\_\_\_\_\_ / \_\_\_\_ / 2007 Parent(s)/Spouse's Signature & Date

