



Financial Aid Office • 650 W. Easterday Ave • Sault Ste. Marie, Michigan 49783
906-635-2678 • Fax: 906-635-6669

Re-evaluation Request **Change in the Family's Financial Status**

2010-2011

When you filed your Free Application for Federal Student Aid (FAFSA) for 2010-11, you reported actual income information from 2009. If your family circumstances have substantially changed since January of 2009, reducing your ability to contribute to your educational expenses, you can request a review of your special circumstances. You will need to provide collaborating evidence of the change and complete the "anticipated" 2010 income for the parent(s) who experienced the income reduction. If you are reporting a parental wage loss, please wait until you can reasonably anticipate the new 2010 income, including unemployment and/or severance pay.

Students are awarded initially based on 2009 information from the FAFSA. A re-evaluation is not an assurance that you will qualify for need-based aid, or if already eligible, will qualify for additional aid. Using professional judgment to adjust your FAFSA information is done on a case-by-case basis. Furthermore, except for the Federal Pell Grant, any new award is contingent on the availability of funds at the time the re-evaluation is made.

Some reasons include:

- (a) Unemployment or retirement of a parent
- (b) Death or disability of a parent
- (c) Separation and Divorce
- (d) Loss of untaxed income or child support
- (e) Unusual medical expenses (in excess of 11% of AGI)

If your family circumstances fall within one or more of these criteria, please follow these instructions:

- 1. COMPLETE THE SPECIAL CIRCUMSTANCES FORM.**
- 2. FURNISH THIS OFFICE WITH SUPPORTIVE DATA FROM THE APPROPRIATE PERSON(S) OR AGENCY(IES) ON THEIR LETTERHEAD STATIONARY.**

For example:

Disability of a wage earner should be supported by a letter from a doctor indicating date of disability, and any other information pertinent to the disability. Also, a statement from each source of income indicating the amount provided per week or month and the duration of support.

Supportive data may involve a statement from a doctor, a lawyer, or employer, Government Unemployment Office, Social Security Office, Death Certificate or any other pertinent documentation.

- 3. IF YOU HAVE NOT ALREADY DONE SO, INCLUDE A SIGNED COPY OF YOUR 2009 FEDERAL INCOME TAX FORMS AND VERIFICATION OF UNTAXED INCOME.**

If you have any questions concerning this form, its completion and/or the supportive data required, please contact the LSSU Financial Aid Office at 1-888-800-LSSU or (906) 635-2678.

