

When you filed your Free Application for Federal Student Aid (FAFSA) for 2018-2019, you reported actual income information from 2016. If your family circumstances have substantially changed since January of 2016, 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” 2018 income for yourself and/or your spouse, who experienced the income reduction. If you are reporting a wage loss, please wait until you can reasonably anticipate the new 2018 income, including unemployment and/or severance pay.

***Special circumstance adjustments for job reduction or loss are subject to change if the income you anticipate for 2018 is not accurate. Please wait to appeal until you are reasonably certain of your projected income for 2018, including unemployment.***

Students are awarded initially based on 2016 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 student or spouse
- b) Death or disability
- 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, YOU MUST SUBMIT VERIFICATION OF YOUR 2016 INCOME ON THE FAFSA. Verification requirements are met by using the IRS Data Retrieval on the FAFSA or by submitting a copy of the Tax Return Transcript for 2016, and completing a Verification for an Independent Student form for 2018-19.

If you have any questions concerning this form, its completion and/or the supportive data required, ***please request assistance from a LSSU Financial Aid Officer by calling 906-635-2678.***

# INDEPENDENT

## Special Circumstance Form

Internal use **ONLY**  
Reviewed: \_\_\_\_\_  
Scanned: \_\_\_\_\_  
EVALFI-SC2

**Student Name**

**ID #**

*Please complete form in blue or black ink. Incomplete forms will not be accepted.*

If your family's income has been reduced for one of the reasons given below, you should complete this form and return it to the **Lake Superior State University, Financial Aid Office, 650 West Easterday Ave., Sault Ste. Marie, MI, 49783**, for further consideration of your 2018-19 financial aid. If you are unable to estimate the total income your family will receive from **January 1, 2018 until December 31, 2018**, at this time, keep this form until you can provide an accurate estimate. **Please wait to appeal until you are reasonably certain of your projected income for 2018, including unemployment.**

1. Please review the sections below and indicate which explanation(s) applies to the reason(s) your family's 2018 income will be reduced.

Death of Spouse (death must have occurred **on or after** January 1, 2017). **Submit Death Certificate.**

Date: \_\_\_\_\_  
Month / Day / Year

Permanent and total disability of spouse or applicant (must have occurred on or after January 1, 2017).

Date: \_\_\_\_\_  
Month / Day / Year

Spouse has retired; been unemployed or under-employed for at least two full months or will experience a change in employment status due to enrollment in a post secondary institution. **MUST HAVE DOCUMENTATION FROM EMPLOYER such as termination letter, layoff notice, final paystub, new paystub from current job, unemployment benefits notice, etc.**

Date: \_\_\_\_\_  
Month / Day / Year

**INCLUDE A COPY OF YOUR 2016 FEDERAL TAX FORM**

**INCLUDE W2s and 2017 Federal tax form if appropriate.**

Student has retired; been unemployed or under-employed for at least two full months or will experience a change in employment status due to enrollment in a post secondary institution. **MUST HAVE DOCUMENTATION FROM EMPLOYER such as termination letter, layoff notice, final paystub, new paystub from current job, unemployment benefits notice, etc.**

Date: \_\_\_\_\_  
Month / Day / Year

**INCLUDE A COPY OF YOUR 2016 FEDERAL TAX FORM**

**INCLUDE W2s and 2017 Federal tax form if appropriate.**

Student has become separated or divorced since January 1, 2017. **MUST SUBMIT DIVORCE DECREE.**

Date: \_\_\_\_\_  
Month / Day / Year

**INCLUDE A COPY OF W2s for 2016 and 2017**

Untaxed income has ceased or been reduced. Source of untaxed income \_\_\_\_\_.

Date: \_\_\_\_\_  
Month / Day / Year

Unusual medical expenses in excess of 11% of adjusted gross income. Must include receipt total of all bills paid of 2016 or 2017, per IRS definition of allowable medical expenses. **Summary statement of paid expenses required.**

2. You must provide an explanation detailing all reasons your family's 2018 income will be reduced and complete the rest of the form. (attach a separate sheet of explanation if needed)

3. **Include** third party documents to support your request; e.g. Death Certificate, termination letter, Complaint for Divorce or Divorce Judgment. **This request must be submitted WITH THIRD PARTY DOCUMENTATION.** When you report income earned to date for 2018, include copies of your most recent pay stubs or unemployment benefits as verification of your amounts earned. **Remember, if reporting an income change, your 2016 W2s and Federal Tax Forms are needed.**

4. **Complete** either the student or the spouse's income change (Gross Taxed and Untaxed) below with income prior to exemptions, adjustments, or deductions; you expect to receive from **January 1, 2018 until December 31, 2018.**  
**IF NONE, ENTER "0".**

TOTAL 2018 Estimated Gross Taxable Income	Student's Anticipated Income 2018	O R	Spouse's Anticipated Income 2018
1. Wages, salaries, tips (received to date in 2018) <b>PLUS</b> anticipated Wages for the remainder of 2018	\$ Rec'd '18 + \$ Expected		\$ Rec'd '18 + \$ Expected
2. Severance pay	\$		\$
3. Pensions and annuities for 2018	\$		\$
4. Interest and dividend income anticipated for 2018	\$		\$
5. Business or farm income anticipated for 2018	\$		\$
6. Capital gains anticipated for 2018	\$		\$
7. Income received from rents after expenses paid for mortgage interest, taxes, and insurance	\$		\$
8. Alimony which will be received in 2018	\$		\$
9. Unemployment Compensation (State and/or SUB) Received to date & anticipated for remainder of 2018	\$		\$
10. Any other taxed income, including Social Security	\$		\$
<b>Total Estimated 2018 Gross Taxable Income</b>	<b>\$</b>		<b>\$</b>

TOTAL 2018 Estimated Untaxed Income	Student's Anticipated Untax. Income 2018	O R	Spouse's Anticipated Untax. Income 2018
1. Payments to tax-deferred pension & savings plans (paid directly or withheld from earnings). Include untaxed portion of 401(k) and 403(b) plan-W2 Box 12	\$		\$
2. Retirement or disability benefits anticipated for 2018	\$		\$
3. Workers' Compensation to be received in 2018	\$		\$
4. Welfare benefits including AFDC or ADC (excluding food stamps)	\$		\$
5. Untaxed portion of pensions	\$		\$
6. Living & housing allowances (excluding rent subsidies for low-income housing) for clergy, tribal, military, and others (include cash payments or cash value of benefits)	\$		\$
7. Child support or maintenance payments which will be received for ALL children. (Include cash support or money paid by the non-custodial parent)	\$		\$
8. Veterans benefits, except student's educational benefits. Include VA disability, death pension & DIC.			
9. Railroad Retirement benefits or Tribal benefits			
10. Any other untaxed income and benefits for 2018	\$		\$
<b>Total 2018 Untaxed Income</b>	<b>\$</b>		<b>\$</b>

**Please include pay stubs and unemployment statements that support your projected 2018 income.**

REMINDER: If you are requesting an income adjustment, a 2018-19 Verification Worksheet for Independent Students and a copy of your 2016 Federal Income Tax Form or Tax Return Transcript must be on file before your special circumstance request can be reviewed.

**The penalty for submission of fraudulent information on this form may be repayment of TRIPLE any amount of money received plus a fine and/or imprisonment.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (if married)

\_\_\_\_\_  
Date

<b>OFFICE USE ONLY</b>		<input type="checkbox"/> <b>Approve</b>
_____ Director's Signature	_____ Date	<input type="checkbox"/> <b>Disapprove</b>
		<input type="checkbox"/> More information required.

<b>RETURN FORMS TO:</b> Lake Superior State University Financial Aid Office 650 West Easterday Avenue Sault Ste. Marie, MI 49783-1699 Fax: 906-635-6669 Email: <a href="mailto:finaid@lssu.edu">finaid@lssu.edu</a>
---