

Valparaiso University
Office of Financial Aid
2010-2011 Special Circumstance Form - Income changes

Student's Name: _____ VU ID# _____

- Before submitting this form, be sure that you have completed the 2010-2011 Free Application for Federal Student Aid (FAFSA).
- By completing this form, you are indicating that you and/or your family have had significant changes in your financial situation and the 2009 data does not reflect the income you expect for 2010.
- Please understand that filing this form may not necessarily result in an increase in financial aid.
- If your situation cannot be reflected properly on this form, please attach a separate page explaining your situation with as much detail as possible.

I understand that if I knowingly make a false statement or a misrepresentation, further financial assistance may be denied and that repayment of current assistance may result.

 Parent Signature

 Student Signature

 Parent Daytime Phone Number

 Parent's E-mail (if available)

Divorce or Separation Date divorce/separation occurred _____

Amount of child support and/or alimony to be received during 2010? _____

Dependent Students: Which parent will the student live with the most? _____

- Required Documentation:**
- ✓ Signed copy of 2009 federal tax return and W-2 forms
 - ✓ Signed copy of separation/divorce document
 - ✓ Signed document showing alimony or child support to be received

Death of Parent / Spouse Date death occurred _____

- Required Documentation:**
- ✓ Signed copy of 2009 federal tax return and W-2 forms
 - ✓ Copy of death certificate

For all changes of income listed below

Required Documentation:

- ✓ Detailed letter of explanation
- ✓ Signed copy of 2009 federal tax return and W-2 forms and/or 1099 forms

Other supporting documentation needed, depending on change that occurred:

- ✓ Termination letter and copy of last pay stub(s)
- ✓ Recent pay stub or letter from new employer showing new rate of pay and date of hire
- ✓ Signed statement of severance pay or unemployment benefits letter indicating amount when benefits begin and end
- ✓ Copy of benefit letter stating amount of benefit change or date of termination

Decrease in Income (must be for at least 10 weeks**) **Required Documentation: Refer to list above**

**Generally, the following time-line will be used for evaluation:

- Incoming students: At the time of the initial award or change in income
 - Returning students: January 2011, upon completion of the 2010 income year
- (Please contact the Office of Financial Aid to discuss the timing of submission of your documentation,)

Date change/loss occurred _____

To whom did this change occur? _____ (complete the information below for this person only)

Projected 2010 Income

Gross wages, salaries, tips, and severance pay	
Other taxable income such as severance pay, Unemployment compensation, etc.	
Child support/alimony received	
Untaxed income (i.e. contributions to retirement plan, clergy/military housing allowance, workers' compensation, etc.)	
Other income _____	

Nonrecurring income from 2009 Source of nonrecurring income _____

Amount received in 2009 \$ _____

Required Documentation: Refer to list above

Decrease or loss of benefit or support Monthly amount you received in 2009 \$ _____

Type of benefit / support _____ Date it was stopped or was reduced _____

Required Documentation: Refer to list above

Return completed form, letter of explanation, and documentation to:

Kretzmann Hall - Office of Financial Aid

Valparaiso University

1700 Chapel Drive

Valparaiso, IN 46383

or Fax to 219-464-5012