2013-2014 Special Circumstance Form
Income changes
Office of Financial Aid

Student's Name: _____Valpo ID# _____

- Before submitting this form, be sure that you have completed the 2013-2014 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 2012 data does not reflect the income you expect for 2013.
- 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 E-mail (if available)_____ Parent's Daytime Phone Number _____

☐ **Divorce or Separation** Date divorce/separation occurred _____

Amount of child support and/or alimony to be received during 2013? _____

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

Required Documentation:
- ✔ Signed copy of 2012 federal tax return (or tax transcript) 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 2012 federal tax return (or tax transcript) and W-2 forms
- ✔ Copy of death certificate

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

For all changes of income on this page

Time-line when submitting your appeal: (Please contact the Office of Financial Aid to discuss the timing of submission of your documentation, given your individual circumstance.)

Incoming students:
~At the time of the initial award or change in income (change must be for at least 10 weeks)

Returning students:
~If still employed, but had a reduction of income: submit at the time of the change.
~For loss of employment: submit when employment is re-established during 2013.
~If not re-employed during 2013 submit in January 2014. (Aid for Fall 2013 and Spring 2014 awards will both be reviewed in January 2014.)

Required Documentation:

- ✔ Detailed letter of explanation
- ✔ Signed copy of 2012 federal tax return (or tax transcript) 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, indicating amount when benefits begin and end
- ✔ Copy of benefit letter stating amount of benefit change or date of termination

☐ **Decrease in Income** **Required/supporting documentation: Refer to list above**

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

	Projected 2013 Income
Gross wages, salaries, tips, and severance pay	
Other taxable income such as unemployment compensation, etc.	
Child support or alimony received	
Untaxed income (i.e. contributions to retirement plan, clergy/military housing allowance, workers' compensation, etc.)	
Other income _____	

☐ **Nonrecurring (one-time) income** **Required/supporting documentation: Refer to list above**

Source of nonrecurring income _____

Amount received in 2012 $_____

☐ **Decrease or loss of benefit or support** **Required/supporting documentation: Refer to list above**
(i.e. child support, unemployment, social security, etc.)

Type of benefit / support _____

Date it was stopped or was reduced _____

Monthly amount you received in 2012 $_____