

# Indiana University East

Office of Financial Aid and Scholarships

## Special Circumstances Appeal Form 2011/12 Aid Year

**Purpose:** If special conditions exist that might change your need for financial aid, check the box (es) that apply and submit this form. Complete only those sections that apply to you. Appeals must be submitted **no later than 30 days prior to the end of the enrollment period** for which you are seeking financial aid. Incomplete or late submission of this appeal may jeopardize your financial aid.

**Requirements:** You must have submitted a FAFSA for 2011-2012. **You must include all required documents.** This completed form and all required documentation must be submitted no later than 30 days prior to the end of the enrollment period.

Your name (print): \_\_\_\_\_ University ID: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

I give permission to the Office of Student Financial Assistance to verify any information that I provide on this form. I understand that this verification may include a request for my tax documents. I certify that all of the information provided on this form is correct to the best of my knowledge. I understand that if I purposely give false or misleading information on this form I am liable for cancellation or repayment of all or part of my financial aid.

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

\_\_\_\_\_  
Date

**Complete only the sections that apply to you. Do not make changes or add to this form.**

**Sections 1-6:** Completing section 1, 2, 3, 4 5 and/or 6 may allow an increase in your estimated cost of attendance (budget). **A cost of attendance/ budget increase does not guarantee that your financial aid will be adjusted.** If you have already borrowed the maximum Federal Stafford Loan amount for your loan aggregate and/or academic year, please consider alternative sources of funding.

**Please check the type of expenses that are applicable to the student/family member(s) circumstance.**

**1. Vehicle repair expenses between August 29, 2011 and May 07, 2012**

Required Documentation: List the amount of vehicle repairs and **attach receipts.**

Total amount of vehicle expense(s) \$ \_\_\_\_\_

**2. Mileage expenses between August 29, 2011 and May 07, 2012**

*This section will only apply if you live outside of county in which your campus is located.*

Miles from home to campus \_\_\_\_\_ Number of times each week that you make this commute \_\_\_\_\_

**3. Purchase of a personal computer between August 29, 2011 and May 07, 2012**

*There is a one time computer allowance for undergraduate and graduate students*

Required Documentation: **Receipt** to show proof of purchase.

Total amount of computer \$ \_\_\_\_\_

**4. Dependent care between August 29, 2011 and May 07, 2012**

Required Documentation: Invoice from provider, cancelled check or a receipt. List below the ages of dependents receiving professional care or care by a non-profit. List below the total cost of professional care you pay for dependents while attending classes.

**Ages of dependents receiving daycare** \_\_\_\_\_

**Total cost of professional care while attending classes \$** \_\_\_\_\_

**5. Student housing changed from living with a parent to living off campus in a separate household**

Required Documentation: Letter from landlord or mortgage provider.

**New address** \_\_\_\_\_

Street Address

City/State

Zip Code

**6. Uninsured medical costs between August 29, 2011 and May 07, 2012**

Required Documentation: Proof of expense(s). or receipts. Do not include routine checkups or insurance premiums.

\_\_\_\_\_

\_\_\_\_\_

Name of person that is not covered by insurance

Relationship to student

**Total amount of uninsured medical expenses \$** \_\_\_\_\_

**Section 7-9:** Completing section 7, 8, and/or 9 may reduce your *Expected Family Contribution* (EFC). The EFC is used to determine federal student aid, which includes grants and loans. Items 7, 8, and 9 require the completion of the worksheet on the last page of this form.

**7. Decrease in income between 2010 and 2011**

Required Documentation: Completed verification worksheet, signed 2010 federal tax return, 2010 W-2s, letter from former employer verifying last day worked, last pay stub and completed chart. After January 31, 2012 all 2011 W2's are required.

Circle the party for which income changed between 2010 and 2011. It may be helpful to refer to copies of your FAFSA data for 2011/12 and/or 2010 tax returns.

Independent students:    Student                  Spouse

Dependent Students:    Parent(s)

**8. Separated, divorced, or widowed since filing the FAFSA**

Required Documentation: Proof of lost income (statement on separation, divorce decree or death certificate) and completed chart with estimated amounts for 2011.

Please Circle one of the following:

**Separated          Divorced          Widowed**                  \_\_\_\_\_

MM/DD/YY

**9. Parent in College**

Required Documentation: Copy of class schedule and invoice from Bursar.

**Please fill in the blanks below:**

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Social Security Number

\_\_\_\_\_  
Dates of Enrollment

\_\_\_\_\_  
Name of Institution

### Worksheet Calendar Year 2011

### MUST BE COMPLETED FOR ITEMS 7 AND 8

**IMPORTANT: Be sure to enter a zero in any blanks with no income**

Income for January 1, 2011 to December 31, 2011	Dependent		Independent	
	Jan. 1, '11 - Today	Today – Dec. 31, '11	Jan. 1, '11 - Today	Today – Dec. 31, '11
Student's gross earnings. (wages, salaries, net business or farm income - <b>do not include</b> Federal Work-Study)				
Spouse's gross earnings. (wages, salaries, net business or farm income - <b>do not include</b> Federal Work-Study)				
Father's gross earnings. (wages, salaries, net business or farm income - <b>do not include</b> Federal Work-Study)				
Mother's gross earnings. (wages, salaries, net business or farm income - <b>do not include</b> Federal Work-Study)				
Other taxable income. (dividends, interest, pensions, annuities, alimony, unemployment compensation, capital gains, taxable Social Security)				
Any other untaxed income and benefits, such as worker's compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, disability, etc. Don't include student aid, Workforce Investment Act educational benefits, or benefits from flexible spending arrangements, e.g. cafeteria plans.				
<b>Total</b>				

