

**RIDGEWATER COLLEGE**  
**2022-23 REQUEST FOR SPECIAL CIRCUMSTANCES**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

I am requesting the Financial Aid Office to consider the following:  
Please check the situation(s) that apply to you and provide the documentation required.

- \_\_\_ **FAMILY INCOME CHANGES:** If your income has dropped substantially from the FAFSA base Year- 2020, projected income may be used when processing your financial aid application. Along with a written explanation, please provide the following documentation:
- ◆ The Estimated Income Worksheet, on the back of this sheet
  - ◆ 2022 Income of calendar year to date with ***copies of most current paystubs*** and projected income for remainder of calendar year. Please submit after 7/1/22 for these 2 items.
  - ◆ A **signed** copy of your (and your parent's or spouse's, if applicable) **2021 Federal 1040 Tax Forms, pages 1 & 2, and Schedules 1, 2 & 3 (if applicable), and all w2's.**
  - ◆ Last date of employment (if unemployed), unemployment benefits received and/or date of pay rate change (for reduction of income)

- \_\_\_ **CHANGING DEPENDENCY STATUS TO INDEPENDENT:** Students may request a Dependency Status Change IF... You can document a continued relationship with your parent(s) is physically and/or emotionally detrimental OR your parent(s) permanently reside in a country that is not accessible by normal means of communication. To apply for a dependency change, provide the following documentation:
- ◆ A written statement detailing the unusual circumstances regarding your relationship with both biological and/or legally adoptive parents. Include specific dates of events that caused your separation from your parents, where you have lived since separating from your parents and your sources of income.
  - ◆ A copy of your **2021 Federal 1040 Tax Forms, pages 1 & 2, and Schedules 1, 2 & 3 (if you have them), and all w2's.**
  - ◆ A written statement from three individuals (i.e., school administrator, employer, Minister, social worker, counselor) who have firsthand knowledge of your situation.

- \_\_\_ **OTHER SPECIAL CIRCUMSTANCES:** Please provide a written statement and supporting documentation for consideration of your circumstances. Examples include but are not limited to:
- ◆ Out of pocket medical/dental expenses, not covered by insurance, which have been paid (include copies of receipts)
  - ◆ Separation or divorce after filing the taxes that are used in the FAFSA application. (Please submit your SIGNED Tax Returns, W2s, and/or schedules 1, 2 & 3 (if applicable) for the last 2 tax years.)
  - ◆ Death of a spouse or parent after filing the FAFSA

\_\_\_ **OTHER SPECIAL CIRCUMSTANCES:** Please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICE USE ONLY	
_____ Approved	_____ Denied
Secondary Review by: _____ Date: _____	
Comments: _____	
_____	
Financial Aid Official Signature: _____ Date: _____	

# RIDGEWATER COLLEGE

## 2022 ESTIMATED INCOME WORKSHEET

**Note:** This form is only required if your *Financial Aid Petition* is for use of expected year income

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Please complete this form if your income and/or your spouse's (or parent's) income will be substantially less in 2022 than in 2020 and you are submitting the *Request for Special Circumstances* along with the supporting documentation and letters of explanation.

Check the reason(s) for the change in your income situation:

\_\_\_\_\_ Unemployment or change in employment      \_\_\_\_\_ Loss in income      \_\_\_\_\_ Death of spouse  
\_\_\_\_\_ Disability of student/spouse      \_\_\_\_\_ Divorce/Separation      \_\_\_\_\_ Death of a parent  
\_\_\_\_\_ Disability of a parent      \_\_\_\_\_ Other (explain)

**Please explain the condition/reasons related to the income changes for 2022.**

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**Directions:** Please provide the following information. If none, enter zero or N/A for each item. If you had any one-time income (i.e., Inheritance, IRS or pension distribution) during 2020, list on a separate sheet the amount and source, and how it was spent or invested.

2022 Estimated income from **Work:** Information MUST include income from January – June 2022

	1/1/22 to present (ATTACH last paystub with Y-T-D information)	the present to 12/31/22 (Estimate)	2022 taxable total
Student	\$ _____	+\$ _____	= \$ _____
Spouse	\$ _____	+\$ _____	= \$ _____
Father	\$ _____	+\$ _____	= \$ _____
Mother	\$ _____	+\$ _____	= \$ _____

2022 Estimated income from **Unemployment Compensation:**

	1/1/22 to present	the present to 12/31/22	2022 total
Student	\$ _____	+\$ _____	= \$ _____
Spouse	\$ _____	+\$ _____	= \$ _____
Father	\$ _____	+\$ _____	= \$ _____
Mother	\$ _____	+\$ _____	= \$ _____

2022 Estimated income from **all other sources** both taxed and untaxed – list the source: January – June 2022

Student \$ \_\_\_\_\_  
Spouse \$ \_\_\_\_\_  
Father \$ \_\_\_\_\_  
Mother \$ \_\_\_\_\_

I certify that the above information is true and complete to the best of my knowledge.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if using projected parent income)