

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:** A student who does not meet regular criteria for independent status (as listed in the FAFSA) may have their dependency status changed **IF** they have special circumstances. To apply for a dependency change, provide the following documentation:

- ◆ A detailed statement explaining why you are unable to provide parental information including the last time you lived with your parents and/or received any financial support from them and how you were able to meet your financial obligations.
- ◆ 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.
- ◆ Must complete an Estimated Income Worksheet (back of this form)

___ **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 |
| 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.

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)