

Monmouth University
Financial Aid Office
Special Circumstances Request for Review – 2012-2013

The Financial Aid Office recognizes that a family can experience a change in financial circumstances which make it necessary to re-evaluate an aid application. Before consideration will be given, the student must have submitted a 2012-2013 Free Application for Federal Student Aid (FAFSA) and the results must be on file. Also, if selected, the federal/state verification process must be finalized.

Please CHECK BELOW (✓) the special circumstances which affect your family & answer all questions below the item. Students and parent(s) are required to provide the documentation as noted in each section, submit a letter describing the extenuating circumstances which have affected their ability to contribute towards institutional costs, and sign and date this form.

Print Student Name: _____ **Student ID #:** _____

- Unemployment** of a parent, or student's spouse due to termination, disability, retirement or layoff.

Name of Unemployed person: _____ Relationship to student: _____

Date of unemployment: ____/____/____ Weekly amount of Unemployment Benefits: \$ _____

What is the total amount of severance or vacation pay, if any, to be received in **2012**? \$ _____

Has the person returned to work? Yes No If yes, indicate date: ____/____/____

If yes, indicate monthly gross income from new job: \$ _____

- Signed copy of Parent(s) (if dependent) 2011 Federal Income Tax Return, including all pages
- Parent(s) (if dependent) 2011 W-2's
- Copy of "Notice of Benefit Determination" from unemployment office
- Notice of termination from former employer with indication of last date of employment
- Last pay stub(s) from former employer, as well as current employer if the person returned to work
- Verification of retirement or medical disability

- Student Loss of FULL-TIME Work** (Student worked at least 35 hours a week for at least 30 weeks in 2011, but is no longer working full-time).

Applicant is currently working: part-time unemployed

Reason for change in employment status: _____

If working part-time, what are the expected wages for 2012? \$ _____

- Signed copy of 2011 Federal Income Tax Return, including all pages
- Student 2011 W-2's
- Most recent pay stub

If **unemployed** please answer all questions in **Unemployment** section.

- Divorce or Separation** of student or student's parents.

Date of Divorce or Separation: ____/____/____ Name of parent student lives with? _____

Indicate weekly amount of support received by this parent:

Child Support (for all children): \$ _____ Alimony: \$ _____ Household Support \$ _____

- Signed copy of Student or Parent(s) (if dependent) 2011 Federal Income Tax Return, including all pages
- Student or Parent(s) (if dependent) 2011 W-2's
- Divorce decree
- If legal papers are not available, submit verification of different addresses. The following are acceptable: driver's licenses, signed leases, etc.

- Death** of a parent or spouse

Name of the deceased person: _____ Date of Death: ____/____/____

Date Social Security Benefits began: ____/____/____ Monthly amount for all family members: \$ _____

- Signed copy of Student and Parent(s) (if dependent) 2011 Federal Income Tax Return, including all pages
- Student and Parent(s) (if dependent) 2011 W-2's
- Death certificate

Loss of Untaxed Income or Benefits: this includes Social Security, Child Support, Pension, etc.

Person who lost benefits: _____ Type of benefits lost: _____

Date benefits were lost: ____/____/____

Total received in **2011:** \$ _____ Total expected to receive in **2012:** \$ _____

- Signed copy of Student or Parent(s) (if dependent) 2011 Federal Income Tax Return, including all pages
- Student and Parent(s) (if dependent) 2011 W-2's
- Statement from agency of terminated benefits

Non-Reimbursed Paid Medical Expenses in 2012.

Name of person incurring the expenses: _____

- Signed copy of Student and Parent(s) (if dependent) 2011 Federal Income Tax Return, including all pages
- Student and Parent(s) (if dependent) 2011 W-2's
- Copy of Schedule "A" from 2011 Federal Income Tax Return
- If Schedule "A" **was not** filed, cancelled checks and/or receipts paid AND statements from insurance company indicating Non-Reimbursed expenses

Other. Please attach a detailed letter of explanation.

- Signed copy of Student and Parent(s) (if dependent) 2011 Federal Income Tax Return, including all pages
- Student and Parent(s) (if dependent) 2011 W-2's

Please note that the following conditions will NOT be considered:

- Parent and/or step-parent unwilling to provide information on a financial aid application and/or assist in paying for college
- Unusual expenses related to consumer debt, such as, credit card debt, car or insurance payments, mortgages, income or real estate taxes
- Families with prior Special Conditions who underestimated their income
- Reductions in pay due to voluntary overtime
- Bankruptcy proceedings
- Private school tuition

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Return this request with documentation to:

Monmouth University
Office of Financial Aid
400 Cedar Avenue
West Long Branch, NJ 07764
Fax: 732-263-5577