

**LAMAR STATE COLLEGE - PORT ARTHUR  
OFFICE OF STUDENT FINANCIAL AID**

**SPECIAL CIRCUMSTANCES FORM  
2011 – 2012**

**Student's Name** \_\_\_\_\_ **Student ID** \_\_\_\_\_

This form may be used for the 2011-2012 academic year if the financial situation used in the completion of your Free Application for Federal Student Aid (FAFSA) has changed or if you had unusual circumstances occur in 2010 or 2011.

❶ Check all that apply.

If you are an **INDEPENDENT** student:

1.  Loss of employment or change of employment status for you or your spouse for at least 10 weeks.
2.  Divorce/separation or death of your spouse.\*
3.  Loss of untaxed income (Social Security benefits, pension, etc.)\*
4.  Disability of you or your spouse.
5.  Unusual medical or dental bills or handicapped-related expenses (7½% of adjusted gross income).\*
6.  Other unusual debt or expenses.

\*Adjustment to 2010 income (line item)

If you are a **DEPENDENT** student:

7.  You or your parents' loss of employment or change of employment status for at least 10 weeks.
8.  Divorce/separation or death of a parent.\*
9.  Loss of untaxed income (Social Security benefits, pension, etc.)\*
10.  Disability of you or your parent.
11.  Unusual medical or dental bills or handicapped-related expenses (7½% of adjusted gross income).\*
12.  Other unusual debt or expenses.

\*Adjustment to 2009 income (line item)

❷ Please complete this chart for 2011 for 1, 4, 7, or 10 above.

INCOME	STUDENT OR SPOUSE	PARENT
Wages, salaries, severance pay	\$	\$
Other taxable income	\$	\$
Untaxed Social Security benefits	\$	\$
TANF/Welfare	\$	\$
Child Support	\$	\$
Other untaxed income	\$	\$
Unemployment benefits to be received	\$	\$
Total income	\$	\$
Adjusted Gross Income	\$	\$
Taxes paid	\$	\$
EIC	\$	\$

❸ **Certification:** All the information on this form and supporting documents is true and complete to the best of my knowledge.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Spouse's Signature (if applicable)

\_\_\_\_\_  
Date

❹ See reverse side of this form for required documentation.

**OVER →**

For office use only:     Approved     Rejected

Financial Aid Officer:

Date:

<b>REQUIRED DOCUMENTATION FOR SPECIAL CIRCUMSTANCES</b>
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**DOCUMENTATION WILL PROVIDE A “SNAPSHOT” OF YOUR 2010 FINANCIAL POSITION**

**Loss of employment or change in employment status**

- Letters from prior employers, stating termination dates and 2011 earnings to date—on letterhead, signed, and dated.\*
- Letters from any current employers, stating expected earnings for 2011—on letterhead, signed, and dated.\*
- Unemployment recap showing amount of benefits received and the expected unemployment to receive in 2011 OR notarized statement indicating no benefits received or expected to be received in 2011.\*

\*Required for student and parent(s) if dependent—required for student/spouse if independent.

**Divorce or separation of student or parent**

- Divorce – copy of divorce decree
- Separation – copy of the legal separation document; a signed statement from your attorney, showing the date of separation; or two notarized statements from an unrelated third party.

**Death of a spouse or parent**

- A death certificate

**Loss of untaxed income**

- A copy of a letter from the agency that provided benefits, detailing termination of benefits, and copies of summaries of benefits.

**Disability of student or spouse or parent**

- Medical documentation of disability and of any benefits received as a result of the disability.\*
- Income from all sources in 2011.\*

\*Required for student and parent(s) if dependent – required for student/spouse if independent.

**Unusual medical or dental bills or handicapped-related expenses**

- A copy of Schedule A of the Federal 1040 form or canceled checks or receipts showing amount paid with statement from insurance company showing expenses were not reimbursed.

**Other unusual circumstance not covered above**

- Explanation and documentation

<b>ATTACH REQUIRED DOCUMENTATION TO COMPLETED FORM, AND RETURN TO THE OFFICE OF STUDENT FINANCIAL AID</b>
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