



Financial Aid Office

University of Texas at Dallas
800 West Campbell Road, MC 12
Richardson, TX 75080
Telephone: 972-883-2941 ❖ Website: <http://financial-aid.utdallas.edu> ❖ Fax: 972-883-2947

2009-2010 Special Circumstance Request Form

Last Name

First Name

UTD ID/SSN

Email

Voluntary reductions in income will not be considered a special circumstance.

Do not complete this form unless you have already applied for financial aid using the 2009-2010 Free Application for Federal Student Aid (FAFSA).
If you have not already filed the FAFSA, please complete the on-line form as soon as possible at:
www.fafsa.ed.gov

Using professional judgment, as allowed by the U.S. Department of Education, a Financial Aid Administrator will review your eligibility for need based financial aid. All changes must be adequately documented per federal regulations.

Please Note: The Financial Aid Administrator's decision is final and cannot be appealed to the U.S. Department of Education.

CIRCUMSTANCE TO BE CONSIDERED (check one):

- | | |
|--|---|
| <input type="checkbox"/> LOSS OF EMPLOYMENT | <input type="checkbox"/> SEPARATION OR DIVORCE |
| <input type="checkbox"/> LOSS OF BENEFIT | <input type="checkbox"/> DEATH OF SPOUSE OR PARENT |
| <input type="checkbox"/> DEDUCTION OF ONE-TIME PAYMENT | <input type="checkbox"/> EXTRAORDINARY MEDICAL EXPENSES |

**ESTIMATED INCOME FOR CALENDAR YEAR
1/1/2009 THROUGH 12/31/2009**

Father (Step-Father) Gross Wages	\$ _____
Mother (Step-Mother) Gross Wages	\$ _____
Parent's Other Taxable Income <i>(such as alimony received, unemployment, capital gains, interest/dividends, etc.)</i>	\$ _____
Parent's Other Non-Taxable Income * <i>(such as Non-Taxed Soc. Sec. Benefits, child support, AFDC, TANF, military benefits, etc.)</i>	\$ _____
Student's Gross Wages	\$ _____
Spouse's Gross Wages	\$ _____
Student and Spouse's Other Taxable Income <i>(such as alimony received, unemployment, capital gains, interest/dividends, etc.)</i>	\$ _____
Student's/Spouse's Other Non-Taxable Income * <i>(such as Non-Taxed Soc. Sec. Benefits, child support, AFDC, TANF, military benefits, etc.)</i>	\$ _____

**If Non-Taxable Income is listed, please document how much is coming from each source.*

Student Certification:

- I certify that all the above information is true and correct to the best of my knowledge.
- I realize that if I do not provide documentation, this form will not be processed and no changes will be considered.
- I agree to provide additional information if asked by the Financial Aid Office.
- I understand that I must promptly report **any changes** in the information reported on this form and that such changes may impact my eligibility.
- I understand that false statements or misrepresentations will be cause for denial, reduction, or repayment of financial aid received.

Student Signature

Date

Spouse/Parent Signature

Date

**All students must submit the following documentation,
regardless of their reason for filing a Special Circumstance Request:**

- 2009-2010 Verification Worksheet
- Signed copies of 2008 Federal Income Tax Return for student AND spouse/parent.
- If special circumstance request is submitted after January 1, 2010, you must submit signed copies of 2009 Federal Income Tax Return for student AND spouse/parent.

In addition, the following documentation is required:

LOSS OF EMPLOYMENT: Student/spouse/parent was working during 2008 but is now working fewer hours or is unemployed.

- Last check stub(s) from previous employer(s)
- Letter from previous employer(s) stating date of termination
- Last check stub or explanation of benefits letter from unemployment

LOSS OF BENEFITS: Student/spouse/parent has lost some or all benefits.

- Last check stub(s) or printout of benefit(s) received during 2009
- Letter from agency verifying date and amount of benefits lost

DEDUCTION OF ONE-TIME PAYMENT - Student/Spouse/Parent received a ONE-TIME PAYMENT (pension, IRA, annuities, gambling winnings, settlement, etc.).

- Receipt(s) and/or statements showing amount of one-time payment and where one-time payment was spent
- Copy of bank account statements

DEATH OF A SPOUSE OR PARENT: Spouse/parent passed away after the FAFSA was filed.

- Copy of Death Certificate

SEPARATION OR DIVORCE: Student/parent was married when the FAFSA was filed, but has now separated or divorced.

- Court documentation verifying legal separation or divorce

EXTRAORDINARY MEDICAL EXPENSES: Student/spouse/parent has extraordinary medical expenses NOT covered by insurance.

- Copy of bills and receipts of payment