

INCOME REVIEW OF SPECIAL CIRCUMSTANCES 2009-2010

Deadline for submission of Income Review of Special Circumstance applications must be received while the student is enrolled at ARCC and not later than: FALL: November 30, 2009 SPRING: April 26, 2010 SUMMER: July 19, 2010

NAME _____ Student I.D # _____

ADDRESS _____ PH# _____

Financial Aid eligibility for 2009-2010 is based on income information from 2008. If you (and your family) have experienced an unusual circumstance, which significantly reduces income for 2009, you may request a review of your eligibility after your initial award was determined. Please Note: All income review files must first be selected for the process of verification. This means we must verify the current application information before we can make any adjustments for change of eligibility. Please identify reason for review below and attach the required supporting documentation.

NO REVIEW IS PROCESSED WITHOUT APPROPRIATE DOCUMENTATION.

Use of 2009 Year Income (Petitions for this reason will not be accepted until Jan. 2010 as you must have all W-2's and a signed 1040 for 2009 before submitting this petition.) Provide the following documentation:

- A detailed letter from you (spouse/parents if applicable) addressing the reason for the decrease in income. Include date of occurrence (i.e. termination, disabled, divorce, etc.)
- Copy of all 2009 W-2's , Signed 1040 and Attached Special Circumstance Untaxed Income received in 2009
- Why you feel this petition should be considered
- All documentation that supports petition (i.e. official benefit termination, disability statement, divorce decree, etc.)
- Untaxed Income received in 2009 – see reverse side of this form for worksheet.

Inclusion of a Parent in the Number of Household Members in College

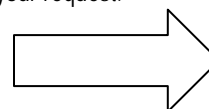
Federal law does not allow the inclusion of a parent in the number of household members in college except by professional judgment. In order to include your parent in the number in college, you must provide the following:

- Current registration document from the college the parent is attending. They must be attending at least half time.
- Statement from the parent indicating their current degree/certificate objective and major.
- Letter from the parent's employer stating they will not receive reimbursement from the company.

Other: (example: high out of pocket medical expenses)

- You must provide a statement and supporting documentation for consideration of this petition. Your statement must clearly identify your special circumstance and what you are requesting. Your documentation must support your request.

SEE REVERSE SIDE OF THIS FORM FOR UNTAXED WORKSHEET



***** FOR OFFICE USE ONLY *****

- This petition has been approved.
- This petition is pending: _____
- This petition has been denied for the following reason: _____

FA Director's Signature

Date

EFC w/ verification

EFC w/ special circumstance

