

SETON HALL UNIVERSITY
Special Circumstance Application: 2009-2010

INDEPENDENT

This form is provided for you and your family if you have experienced special circumstances, which may affect your ability to pay college costs, but could not be reported on the 2009-2010 Free Application for Federal Student Aid (FAFSA).

Student Name: _____ SHUID: _____
(Please print) Last First MI

Address: _____
Street City State Zip

Home Phone: (____) _____ Cellular Phone: (____) _____

Eligibility for financial aid for 2009-2010 is generally based on income received in 2008. If your situation has changed drastically from the information you provided on the 2009-2010 FAFSA and the situation falls into one of the categories listed in this form, you may submit a completed Special Circumstances Application with the all required documentation (please note that Seton Hall University reserves the right to request additional documentation). Incomplete submissions will not be considered. Make sure your name and SHU ID# are clearly marked on all attachments.

Once a completed request is reviewed, it may result in either 1) a reduction in the base year income and/or assets, 2) the use of projected income for the current calendar year, or 3) an increase in Cost of Attendance (COA) for the current academic year. In some cases, an adjustment may not increase the student's eligibility for gift aid (grants and scholarships that do not need to be repaid). In fact, the adjustment may only increase the student's or parent's eligibility for loans, change non-need based loans to need- based loans, or may not result in any increased aid.

We will begin accepting applications for continuing students July 1, 2009
Deadline for submission: Fall 2009 - 10/1/2009, Spring 2010 - 2/1/2010

Decisions are not guaranteed before the start of the Fall semester so payment arrangements will need to be made based on the original award package received.

SECTION A: INDICATION OF SPECIAL CIRCUMSTANCE

Instructions: Check the Special Circumstance that applies to your situation and attach appropriate documentation.

- A. **Loss of student/spousal income from work due to layoff, closing of business, termination or reduction in employment hours to attend school.** Documentation needed:
- Signed copy of your and your spouse's 2008 federal tax return including all schedules and W2 statements (if you submitted a signed copy of your 2008 federal tax return you do not need to resubmit them)
 - Provide a narrative detailing the reason you are requesting an income adjustment
 - Letter from previous employer documenting effective dates of employment and any paid severance, vacation, personal and/or sick leave
 - Copy of last pay stub from previous job
 - Letter from unemployment office documenting effective dates and benefits received
 - Copy of your and your spouse's most recent pay stub from current job (if currently employed)
 - Documentation of any other income received during the 2008 & 2009
- B. **Loss of unemployment compensation.** Documentation needed:
- Letter from unemployment office stating start/end dates and benefit amount
 - Signed copy of your and your spouse's 2008 federal tax return including all schedules and W2 statements (if you submitted a signed copy of your 2008 federal tax return you do not need to resubmit them)
 - Provide a narrative detailing the reason you are requesting an income adjustment

- C. **Death, divorce or separation has occurred since the FAFSA was filed.** Documentation needed:
- Copy of death certificate or divorce/separation decree
 - Signed copy of your and your spouse's 2008 federal tax return including all schedules and W2 statements (if you submitted a signed copy of your 2008 federal tax return you do not need to resubmit them)
 - Provide a narrative detailing the reason you are requesting an income adjustment
- D. **Loss of untaxed income (including child support, worker's compensation benefits, and/or pensions/annuities)**
 . Documentation needed:
- Letter from the related agency stating start/end dates and benefit amount.
 - Signed copy of your and your spouse's 2008 federal tax return including all schedules and W2 statements (if you submitted a signed copy of your 2008 federal tax return you do not need to resubmit them)
 - Provide a narrative detailing the reason you are requesting an income adjustment
- E. **Unusual medical and/or dental expenses that were incurred during 2008.** Documentation needed:
- Signed copy of your and your spouse's 2008 federal tax return including all schedules (including Schedule A that includes the amount of medical and dental expenses deducted) and W2 statements (if you submitted a signed copy of your 2008 federal tax return you do not need to resubmit them)
 - Provide a narrative detailing the reason you are requesting an adjustment

SECTION B: INCOME VERIFICATION

<u>REPORT GROSS INCOME</u>	ACTUAL INCOME 1-1-2009 to Date / /	PROJECTED INCOME Date ___/___/___ thru 12-31-2009	TOTAL AMOUNT (Actual + Projected Columns)
Student's income from work	\$	\$	\$
Spouse's income from work	\$	\$	\$
Taxable interest income	\$	\$	\$
Taxable pensions/annuities	\$	\$	\$
Unemployment Compensation	\$	\$	\$
Taxable portions of Social Security	\$	\$	\$
Alimony/Spousal Support	\$	\$	\$
Other	\$	\$	\$
Office Use Only			
Welfare Benefits or AFDC	\$	\$	\$
Untaxed pensions/annuities	\$	\$	\$
Worker's compensation	\$	\$	\$
Child support received	\$	\$	\$
IRA/KEOGH contributions	\$	\$	\$
Untaxed interest income	\$	\$	\$
Earned Income Credit (2008 tax return)	\$	\$	\$
Other	\$	\$	\$
Office Use Only			

SECTION C: CERTIFICATION AND SIGNATURES

I give permission to the Office of Financial Aid to verify any additional information I provide on this form. I certify that all of the information provided on this form is correct to the best of my knowledge. I understand that if I purposely give false or misleading information on this form, I am liable for cancellation or repayment of all or part of my financial aid.

Student Signature _____ Date _____

Spouse Signature _____ Date _____