

## SPECIAL CONDITION REQUEST 2011-2012

Student Name: \_\_\_\_\_

NEIU ID#: \_\_\_\_\_

You have requested to have your financial aid eligibility re-evaluated due to changes in your household financial situation. Please indicate the condition under which you are applying and submit the requested documentation associated with your choice. All requested documents MUST be submitted with this Special Condition Form. You will receive a written response from the Financial Aid Office once the documents have been reviewed. **INCOMPLETE REQUESTS WILL NOT BE CONSIDERED. All requests require copies of your/spouse/parent(s) 2010 tax returns, W-2 forms and appropriate schedules. DEADLINE TERMINATION DATE(s): October 15, 2011.**

- A. \_\_\_ You, your spouse or your parent(s) were employed full-time in 2010 but are now unemployed or the income status has changed. There is a **10-week period** after your income status has changed before special conditions will be considered.
1. Provide a letter of termination or other documentation from your prior employer, giving the last date of employment.
  2. Provide a **proof of your earnings to date for 2011** (i.e. last check stub, letter from employer).
  3. Complete the 2011 Anticipated Income Worksheet on the reverse side of this form.
- B. \_\_\_ You, your spouse, or your parent(s) received untaxed income in 2010 that is no longer being received. Untaxed income may include such things as social security benefits, welfare or ADC/AFDC.
1. Benefit(s) lost: \_\_\_\_\_.
  2. Provide documentation indicating monthly amount of benefits and the date the benefits were terminated or exhausted.
- C. \_\_\_ You applied for financial aid, and since that time you and your spouse, or a parent has become separated or divorced. There should be a **10-week period** after separation before special conditions are considered.
1. Date of separation or divorce (please circle one) \_\_\_\_\_.
  2. A written explanation of maintenance or support payments to be received or paid by the supporting spouse/parent in 2011. This statement should include the division of all assets including cash and savings.
  3. Proof of separate addresses, petition for separation/divorce or divorce decree.
- D. \_\_\_ You applied for financial aid and since that time your spouse or your parent'(s) (if dependent), has died.
1. Name of spouse or parent (please circle one) \_\_\_\_\_.
  2. Provide a copy of death certificate.
  3. Complete the 2011 Anticipated Income Worksheet on the reverse side of this form.
- E. \_\_\_ You or your parent(s), (if dependent), had paid medical expenses, not itemized or covered by insurance, in excess of 20% of your/their 2010 Adjusted Gross Income.
1. If Schedule A was not used, please provide copies of the canceled checks used to pay medical expenses in 2010.
- F. \_\_\_ Other. Provide a written, detailed explanation of your situation. Attach any documentation to support your situation.

# ANTICIPATED 2011 INCOME WORKSHEET

IS THIS A: **Mother's Request?** \_\_\_\_\_  
**Father's Request?** \_\_\_\_\_

**Student's Request?** \_\_\_\_\_  
**Spouse's Request?** \_\_\_\_\_

You have stated that you worked in 2010 but that you are now either unemployed or income status has changed.

In order for the financial aid office to evaluate the impact of this change, please complete the following items listed below.

1. **My current employment status is:** \_\_\_\_\_ **unemployed** \_\_\_\_\_ **working part-time**

2. How many hours per week? \_\_\_\_\_

3. How much do you earn per hour? \$ \_\_\_\_\_

Estimated gross income from employment for 2011 \$ \_\_\_\_\_

Spouse's expected 2011 gross income: \$ \_\_\_\_\_

Total 2011 expected unemployment benefits: \$ \_\_\_\_\_

Child support received for all children: \$ \_\_\_\_\_

Welfare benefits or General Assistance: \$ \_\_\_\_\_

Social Security benefits: \$ \_\_\_\_\_

Veteran's benefits - specify type below: \$ \_\_\_\_\_  
\_\_\_\_\_

Pensions or retirement benefits: \$ \_\_\_\_\_

Workman's compensation: \$ \_\_\_\_\_

Cash support from relatives/friends: \$ \_\_\_\_\_

Other - specify type: \$ \_\_\_\_\_  
\_\_\_\_\_

TOTAL ESTIMATED 2011 INCOME: \$ \_\_\_\_\_  
**(MUST BE GREATER THAN ZERO)**

*I declare that the above information is true, complete, and accurate to the best of my knowledge.*

\_\_\_\_\_/\_\_\_\_\_/2011 \_\_\_\_\_/\_\_\_\_\_/2011  
Student's Signature Date Parent'(s)/Spouse's Signature Date

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## FOR OFFICE USE ONLY

Special Condition has been: \_\_\_\_\_ approved (WRKSHT ATTACHED) \_\_\_\_\_ denied \_\_\_\_\_ submitted after 10/15/11

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_