

2018-2019 SPECIAL CIRCUMSTANCES REQUEST

student name: _____ student L#: _____
 parent name: _____ student phone: () _____ - _____

If there has been a **significant** change in the financial information provided by your parent(s) since you filed your FAFSA, you may ask for a review of your parent(s) financial situation. Requests are reviewed in the order received. You must have an award letter from our office before your request will be reviewed. Please allow two to eight weeks for processing. A second appeal will not be considered based on 2018 income changes unless you experience a substantial change with your financial information. www.lanecc.edu/finaid/request-tax-transcript.

🔦 YOUR REQUEST WILL NOT BE REVIEWED WITHOUT DOCUMENTATION 🔦
Check the box that best matches your parent(s) circumstances:

Circumstance	Tax Year	Guidelines	Documentation Required
<input type="checkbox"/> Loss or reduction of Income	<input type="checkbox"/> 2017 <input type="checkbox"/> 2018	Make sure your parent(s) income for the year chosen is less than your 2016 income	<ul style="list-style-type: none"> • Tax Transcript and W-2s from most recent tax year. • If no wages, provide wage transcript from the IRS
<input type="checkbox"/> Medical/Dental expenses paid in 2017 or 2018 that were not reimbursed by insurance/third party.	<input type="checkbox"/> 2017 <input type="checkbox"/> 2018	<ul style="list-style-type: none"> • Federal law states that we can only consider medical expenses in excess of 11% of you Adjusted Gross Income. • You can find your AGI on your most recent tax return. 	<ul style="list-style-type: none"> • Tax Transcript/Signed Return for year chosen and a copy of Schedule A; OR • Out of pocket expenses exceeding 11% of your AGI and documentation of your figures (i.e., W2s and paid statements from provider)
<input type="checkbox"/> Death of a Parent	<input type="checkbox"/> 2017 <input type="checkbox"/> 2018	Your parent's earned income in 2017/18 and is now deceased	<ul style="list-style-type: none"> • Obituary or death certificate • Tax Transcript/Signed Return or W-2s from year chosen. If no wages, provide wage transcript from IRS
<input type="checkbox"/> Divorce/Separation of parents	<input type="checkbox"/> 2017 <input type="checkbox"/> 2018	Your parents are now divorced or separated since filing your FAFSA	<ul style="list-style-type: none"> • Copy of the divorce decree or a statement on letterhead from an attorney, counselor, or clergy person • Tax transcripts and W2s for the parent who provided more than 50% of your support in 2017 or 2018
<input type="checkbox"/> Other unusual circumstance	<input type="checkbox"/> 2017 <input type="checkbox"/> 2018	Type and sign a statement detailing the unusual circumstance you/your parent(s) have experienced.	<ul style="list-style-type: none"> • All document(s) that support your circumstance • Provide documentation from an independent third party that supports your statement (eg. hospital records, court filing, housing documents).

Check all benefits received in 2017(8)

-SSI -WIC -Food Stamps -Free/Reduced School Lunch -TANF -Dislocated Worker

Did you receive any child support payments in the most recent tax year? If so how much \$ _____

Signing this form certifies that all the information reported on it is complete and accurate. I understand that incorrect information may affect future financial aid funding, result in a \$20,000 fine or both. Requests are processed in the order in which they are received, and will take two to six weeks to review. All decisions are final.

Student Signature _____

Date _____

Parent Signature _____

Date _____