



Tompkins Cortland Community College
Financial Aid Office
170 North Street, PO Box 139
Dryden, NY 13053-0139
Ph (607) 844-6580 FAX (607) 844-6538

Before you submit your special circumstance form make sure you have done the following:

- Completed section A of the special circumstance form.
- Completed section B of the special circumstance form.
- Completed section C of the special circumstance form.
- Completed section E of the special circumstance form.
- Completed section F of the special circumstance form.
- Submitted a copy of your **signed** 2010 Federal Tax returns, including all schedules.
- Submitted copies of your 2010 W-'2 Forms.
- Submitted a copy of your Parent's **signed** 2010 Federal Tax returns, including all schedules.
- Submitted copies of your Parent's 2010 W'-2 Forms.
- All required signatures are on the form.
- All required documentation to support your change is included.

IF YOUR FORM IS INCOMPLETE IT WILL BE RETURNED TO YOU WITH NO ACTION!!!



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2011- 2012 SPECIAL CIRCUMSTANCE FORM

Student Name _____ Student ID # _____

Current Address: _____
Street City State Zip Code

Phone # _____ Email Address _____ @mymail.tc3.edu

INSTRUCTIONS: Read through reasons below and check all boxes that apply to your situation in Section A, and attach appropriate documentation: Complete Section B, C, E and F. **Send Copies of the SIGNED 2010 FEDERAL TAX RETURNS (WITH ALL SCHEDULES and W-2'S) FOR THE STUDENT (if dependent) AND PARENT – OR STUDENT AND SPOUSE (if married). TAXES MUST BE SUBMITTED WITH THIS FORM AND ALL SECTIONS NEED TO BE COMPLETED OR NO ACTION WILL BE TAKEN AND THIS FORM WILL BE RETURNED TO YOU.**

SECTION A: SPECIAL CIRCUMSTANCE (Please check your Special Circumstance)

Loss/ Change of Employment - Please submit:

- Copy of last pay stub showing year-to-date earnings.
- Termination notice from employer on letterhead.
- A current notice from Unemployment.

Separation or Divorce - Please submit:

- A copy of the divorce decree or separation agreement, or a signed statement including the date that the separation occurred along with proof of separate addresses.

Loss of Taxable/Untaxed Income (such as child support, social security, alimony, etc.)

Please submit:

- Documentation from agency stating total amount received in 2010,
- Documentation of termination date.
- Documentation of updated 2011 amount.

Death of Parent or Spouse - Please submit:

- A copy of the death certificate

Medical/Dental Expense (expenses paid in calendar year 2010 not covered by insurance)

Please submit:

- Receipts of medical bills **paid** in 2010 that exceeded 11% of your 2010 adjusted gross income.

SECTION B: HOUSEHOLD INFORMATION – LIST ALL MEMBERS INCLUDED IN YOUR HOUSEHOLD

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>AGE</u>	<u>NAME OF COLLEGE (if enrolled)</u>
1. _____	Self	_____	Tompkins Cortland Community College
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____

SECTION C: PROJECTED INCOME AND BENEFITS FROM JANUARY 1, 2011 TO DECEMBER 31, 2011

List the amount of all household income that has been received or will be received **between January 1, 2011 and December 31, 2011**. Additional information may be requested on a case-by-case basis.

Please **indicate N/A** in the box if a particular income or benefit does not apply to you.

Please do not leave any boxes blank.

Income / Benefits for Jan 1, 2011 – Dec 31, 2011	Actual Income Rec'd (Jan. 1, 2011 to Today)	Anticipated Income (Today to Dec. 31, 2011)	Total Income Rec'd (Actual + Estimated)
Expected 2011 income earned from work by Father (wages, salaries, tips, net business / farm income)			
Expected 2011 income earned from work by Mother (wages, salaries, tips, net business / farm income)			
Expected 2011 income earned from work by Student (wages, salaries, tips, net business / farm income)			
Expected 2011 income earned from work by Spouse (wages, salaries, tips, net business / farm income)			
Unemployment Compensation received			
Other taxable income (dividends, interest, pensions, annuities, alimony, capital gains, gambling earnings, etc) Source:			
Child Support received			
Housing or Other Allowances (clergy, military, etc)			
Other untaxed income (earned income credit, worker's compensation, payments to IRA/Keogh, etc) Source:			
Taxable Social Security Benefits			
Veteran's Non-Educational Benefits			
Total Income for 2011 \$ \$ \$	\$	\$	\$

SECTION F: STATEMENT OF CERTIFICATION

All of the information on this form is true and complete to the best of my knowledge. If requested, I agree to provide further documentation to substantiate the information provided. All special circumstance forms are reviewed on a case-by-case basis and you will be notified by mail of the committee's decision.

Student's signature

Date

Student's Spouse's signature (if applicable)

Date

Parent's signature (if student is dependent)

Date

FOR OFFICE USE ONLY:

Prior Year Special Circumstance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Special Circumstance Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Old EFC _____
Special Circumstance Denied:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	New EFC _____
Sent Letter: _____	Approved by: _____	Date _____	