



Financial Aid • 5000 Rocklin Rd • Rocklin CA 95677-3397  
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## 2012-2013 SPECIAL CONDITIONS REQUEST

STUDENT NAME	_____	_____	_____
	LAST	FIRST	MI
STUDENT ID NUMBER	_____		
ADDRESS	_____	_____	_____
	CITY	STATE	ZIP CODE

Financial aid for the 2012-2013 academic year is based on your total 2011 income. If, after applying for financial aid, it is determined that you have sufficient income to pay for college expenses based on 2011 income, but your 2012 income has decreased, you may apply for a Special Condition.

### REASONS FOR FILING A SPECIAL CONDITIONS REQUEST:

1. LOSS OF EMPLOYMENT
2. LOSS OF INCOME DUE TO A RETIREMENT
3. LOSS OF EARNINGS DUE TO DISABILITY OR NATURAL DISASTER
4. LOSS OF UNTAXED INCOME OR BENEFITS
5. SEPARATION OR DIVORCE
6. DEATH OF A SPOUSE OR PARENT
7. DISCHARGED FROM ACTIVE MILITARY DUTY
8. ONE TIME INCOME

The following must be submitted in a complete packet. **If an item does not apply to you, do not leave it blank. Enter zero or N/A.**

If based on federal guidelines you are considered a dependent student, you must provide the following information for both parents if they were both included on the FAFSA. If you are considered an independent student, and you are married, you need to provide the following information for you and your spouse.

1. Clearly explain the reason for the loss of income.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Provide documentation (i.e. letter of termination, statement from appropriate agency detailing loss of untaxed income, divorce decree, death certificate, DD214, etc.).

3. Provide a copy of your 2011 IRS Tax Return Transcript.

4. Documentation of **all 2012 income**:

Provide most current pay stub from all jobs held January 1, 2012 to current. List below all employers you worked for in 2012 and the total amount earned:

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Provide verification of unemployment benefits received in 2012 with an expiration date.

Total amount of unemployment received: \$ \_\_\_\_\_

Provide verification of any untaxed income (TANF/CalWORKs, SSI, Social Security, child support, family support, etc.) received since January 1, 2012 to current. List sources of untaxed income and total amount received:

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Attach a detailed estimate of projected earnings, UIB, and any untaxed income that you may receive from now through December 2012. List source of income and total amount to be received:

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

5. Explain on a separate sheet how you will support yourself for the remainder of 2012.

**After January 31, 2013, you must provide a copy of your W 2 and 2012 Tax Return Transcript.**

ONCE YOU HAVE SUBMITTED ALL OF THE ABOVE IN A COMPLETE PACKET, YOUR REQUEST WILL BE REVIEWED. YOU WILL RECEIVE A RESPONSE IN APPROXIMATELY THREE WEEKS.

\* \* \* \* \*

Office Use Only:  approved  denied  pending \_\_\_\_\_  
Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_