



Financial Aid • 5100 Sierra College Blvd • Rocklin CA 95677-3397 • Tel. (916) 660-7310

SPECIAL CONDITIONS REQUEST **2018-2019**

Your initial financial aid award notification will show eligibility for financial aid based on the income and asset information reported on the Free Application for Federal Student Aid (FAFSA).

If there have been significant changes in your income or a situation that will have a substantial effect on your ability to meet your expected family contribution (EFC), we may be able to review your FAFSA again to determine if additional funding options are available to you. To properly evaluate your situation, you must provide documentation to support your claim(s). Only certain mitigating circumstances that are defined on this form will be considered as the basis for a review of your financial aid award.

Make sure that you complete the following:

- Review the **2018-2019** Special Conditions Appeal form (page 2) to determine the specific documentation you need to submit for your appeal. Include student name and ID# and check the box that applies to your situation.
- Complete the **2018** Projected Income and Benefits grid (page 3) for all applicable family members.
- Submit all required documentation for your appeal, including the Special Conditions Appeal form (page 2) and the **2018** Projected Income and Benefits grid (page 3).
- Complete a written statement detailing the specifics of your circumstances.

Please note: Appeals based on loss of employment, reduction in work hours or pay must be documented for a minimum of 2 pay periods before your appeal can be considered. If you have already submitted an appeal to the Financial Aid Office, without documentation of at least 2 pay periods, you will need to resubmit your appeal when you are able to provide documentation.

Special Conditions are reviewed on a case-by-case basis and an appeal submission does not guarantee approval and may not ultimately result in actual change of aid already awarded. Appeals are reviewed based on the order in which they are received. However, during peak processing periods the review process may take up to 4 weeks or longer. Notification will be sent to your *mysierra* email account and you can also monitor the Financial Aid tab of your *mysierra* account.

Special Conditions Request

STUDENT NAME _____
LAST FIRST MI

ID # _____

The reduction in income applies to: _____ Relationship to student: _____

Unemployment

Required Documentation

- Written statement detailing the specifics of your circumstance
- Period of unemployment from _____ to _____
- Projected Annual Income and Benefits (complete page 3)
- Attach a copy of official notice of termination or lay-off
- Submit a copy of last pay stub
- Submit proof of 2018 Unemployment Benefits showing monthly benefit
- Dependent/Independent Verification Worksheet
- 2017 Federal Tax Transcript(s) or use the IRS Data Retrieval
- Copies of all 2017 W2 forms

Non-voluntary, permanent reduction in full-time employment

Required Documentation

- Written statement detailing the specifics of your circumstance
- Date reduction effective: _____
- Proof by employer that reduction has been made
- Attach a copy of last pay stub from previous employer and current employer
- Dependent/Independent Verification Worksheet
- 2017 Federal Tax Transcript(s) or use the IRS Data Retrieval
- Copies of all 2017 W2 forms
- Projected Annual Income and Benefits (complete page 3)

Death of Parent or Spouse

Name _____ Relationship to student _____

Required Documentation

- Written statement detailing the specifics of your circumstance
- Date of death _____
- Dependent/Independent Verification Worksheet
- 2017 Federal Tax Transcript of surviving parent and/or spouse
- Copies of all 2017 W2 forms of surviving parent and/or spouse
- Projected Annual Income and Benefits (complete page 3 using data of the surviving parent and/or spouse)

Other circumstance(s) causing a substantial decrease in family resources

Required Documentation

- Written statement detailing the specifics of your circumstance

If more space is needed, attach a separate page with your name and ID# at the top.

Projected 2018 Annual Income and Benefits

- Please include yearly amounts and not monthly amounts
- If the unemployed person worked in 2018 you must use the year-to-date gross pay listed on the last paystub.
- If this is regarding a deceased parent/spouse, please indicate the 2018 income for the surviving parent or spouse.

January 1, 2018 - December 31, 2018	Student	Spouse	Father	Mother
Estimated 2018 Work Income				
Estimated 2018 Unemployment Benefits				
Estimated 2018 Untaxed Benefits (e.g. Welfare Benefits, Social Security/SSI Benefits, etc.)				
Estimated 2018 Support from Family or Friends (include even non cash support)				
Estimated 2018 other Taxed Benefits (e.g. pension)				
Total Estimated Income				

NOTE: If Special Conditions submitted after January 31st, 2019, tax transcripts from 2018 are required

I/we certify that all information attached and included is true to the best of my/our knowledge. I/we understand that the information submitted is subject to verification.

Student Signature: _____ Date: _____

Spouse Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Once you have submitted the above in a complete packet, your request will be reviewed and you will receive a response within 3 weeks.

Office Use Only

Approved

Denied

Reviewed by _____ Date _____