INSTRUCTIONS FOR SPECIAL CIRCUMSTANCES PETITION
2013-2014

The Department of Education allows Financial Aid offices to use professional judgment to re-evaluate financial aid eligibility under certain circumstances determined by the Financial Aid Office when the student/family income is lower for 2013 than the 2012 income required for the FAFSA. Follow the steps listed below to submit a request for a Special Circumstances Petition.

STEP ONE:

Financial aid advisors are assigned to students by the student’s last name. Email the appropriate advisor stating that you would like to submit a Special Circumstances Petition for 2013-2014. If you are the student, provide your student ID number (K#). If you are the parent of the SBCC student, provide the student’s name and student ID number (K#). Advisors are listed at www.sbcc.edu/financialaid on the right hand side of the Welcome page.

Department of Education regulations require that certain data elements within the FAFSA be verified before adjustments are made to any values that are used to calculate the Expected Family Contribution (EFC). If verification documentation has not been previously requested, the financial aid advisor will put the necessary document requirements on the student’s financial aid account.

If not previously submitted, be prepared to submit the standard verification worksheet, and to verify the income information given on the FAFSA by either submitting an IRS tax transcript (requested directly from the IRS) or by using the IRS Data Retrieval Tool available through the FAFSA.

STEP TWO:

After receiving your email request, the financial aid advisor will either: a) confirm that the verification process has been completed, or: b) put the necessary verification documents on the student’s financial aid account.

If verification documents are requested, submit all requested documentation to the financial aid office. Verification will take two to three weeks from the time the requested documents are received by the financial aid office.

STEP THREE:

Once the verification process has been completed, the advisor will contact you to schedule either an in-person or phone appointment to proceed with the special circumstance petition.
Depending on which of the following circumstances apply to your situation, be prepared to submit the following documentation and have it ready for the in person or phone appointment:

**Loss of Income: Loss of Employment/Forced Reduction in Work Hours**

A letter from employer (if available) with the last date of employment or the date of a forced reduction in work hours. If a letter from employer is not available, provide a personal statement why a letter from the employer is not available.

Last pay stub reflecting year-to-date earnings. If a last pay stub is not available, provide a personal statement stating why the last pay stub is not available.

**Loss of Income: Divorce/Separation**

Date of Separation/Divorce and copy of Divorce Decree or Statement of Separation (if available). Asset Information form reflecting individual portion of assets due to divorce/separation.

**Loss of Income: Death of Spouse or Parent**

Photocopy of death certificate.

**Loss of Income: Child Support Received**

Written statement from parent explaining circumstances for loss or reduction of child support payments. Supporting documentation in the form of court document or other document.

**One Time Income**

Copy of 2012 IRS Tax Return.

**Financial Loss/Hardship Due to Natural Disaster**

Amount of actual 2013 natural disaster expenses **not** covered by insurance **OR** estimated 2013 natural disaster expenses **not** covered by insurance.

Documentation substantiating figures listed above (e.g., a copy of your FEMA disaster assistance form, or insurance appraisal, photocopies of all bills and receipts for repairs, etc.).

**VERIFICATION OF INCOME**

**Employment:** Copy of most recent paystub with year to date earnings for each employer

**Self Employment:** Projected Profit and Loss Statement for 2013

**Disability:** Copy of Notice of Computation statement from EDD Disability Insurance

**Unemployment:** Copy of Notice of Unemployment Insurance Award