

What is a Special Consideration?

You may want to complete the Request for Special Consideration if you and your spouses' or parent(s) (if you are a dependent student) current financial situation is not accurately reflected by 2008 tax information. Your family's 2008 income is used to assess your financial need for the 2009-2010 school year, in accordance with federal laws and regulations. If your income is lower due to special circumstances, a financial aid administrator may be able to use estimated 2009 income to calculate financial need. This financial situation may be due to loss of job, separation or divorce, death, unusual paid medical expenses or other circumstances.

You must meet with a Financial Aid Advisor and bring this completed form and required documentation to be considered. An approved appeal can take up to six weeks to process and financial aid will not be awarded until all adjustments have been finalized by the US Department of Education and verified by the Salt Lake Community College Financial Aid Office. School of Applied Technology (Skills Center) students should call (801) 957-3437 to schedule an appointment to review a Special Consideration appeal.

The following are circumstance that may be considered for special circumstance and examples of documentation needed.

↗ Dislocated worker – person receiving unemployment benefits due to being laid off or losing a job and is unlikely to return to a previous occupation; has been laid off or received a lay-off notice from a job; was self-employed but is now unemployed due to economic conditions or natural disaster; or is a displaced homemaker. A displaced homemaker is a person who previously provided unpaid services to the family, is no longer supported by the spouse, is unemployed or underemployed and having trouble finding or upgrading employment.

✖ Provide copies of the following documentation:

- copy of lay-off notification
- eligibility documentation for unemployment benefits for the calendar year 2009
- last pay stub with year to date income for all employers for the calendar year 2009
- severance income information
- if loss is due to disability, please also provide documentation from health care provider, Workers Compensation, Social Security Insurance, etc.
- legal separation or divorce decree
- death certificate
- withdrawal of any retirement accounts

↗ Change in employment – changing from full-time to part time status; accepting employment that pays less than prior employment.

✖ Provide copies of the following documentation:

- written verification from a former employer(s) that indicates start and end date of employment or reduction of hours and the amount of your (or your spouse/parent's) year-to-date gross earnings, severance pay, vacation or retirement payout
- a written statement from your (or your spouse/parent's) current or future employer that indicates you or your spouse/parent's expected gross earnings for the calendar year 2009. Include copies of last pay stub for all employers for the calendar year 2009

~ Separation, divorce or death

- * Provide copies of the following documentation:
 - legal separation or divorce decree
 - death certificate
 - in cases of death, any social security payments to surviving spouse or children

~ One-time income – inheritance, IRA withdrawal, etc.

- * Provide copies of the following documentation:
 - 2008 Federal taxes showing one-time payment
 - contracts, agency notices or legal papers that indicate termination of one-time payment
 - *written explanation as to how the income was used-this explanation is critical for consideration of one time income.*

~ Loss of taxed/untaxed income or benefit

- * Provide copies of the following documentation:
 - contracts, agency notices or legal papers that indicate termination of tax/untaxed benefit and benefit amount
 - written explanation as to how the income was used

~ Unusual, unreimbursed medical/dental care expenses exceeding 10% of income

- * Provide copies of the following documentation:
 - statement from healthcare provider that documents the medical/dental condition
 - receipts or copies of cancelled checks that demonstrate payment

~ Tuition expenses for private elementary or secondary education—you and/or your spouse/parent pay elementary or secondary school tuition for a member of your family during the 2009-2010 academic year at a private elementary or secondary school.

- * Provide copies of the following documentation:
 - school's enrollment contract that includes name(s) of children enrolled during the academic year 2009-2010, tuition cost, and the amount of any scholarships that subsidize tuition
 - written explanation of your relationship to the children

~ Nursing home expenses --- you and/or your spouse/parent pay nursing home expenses for a member of your family during the 2009-2010 academic year.

- * Provide copies of the following documentation:
 - Nursing home contract/billings, showing amount paid out of pocket by family
 - written explanation of your relation to this person

~ Other—_____

- * Provide a written detailed explained and supporting documentation.

After January 1, 2010 copies of 2009 W-2's and federal taxes may be required.

If you or your parents are divorced or separated, give only your information or the information of the custodial parent. (Include the income of the custodial parent's spouse, if remarried.) If the loss of income was due to the death of your spouse or parent, give only your information or the information of the surviving parent.

2009-2010 Application for Special Consideration



Name _____ Student Number _____

Step 1: Please provide a written statement explaining your situation and special circumstance.

Step 2: Please bring copies of all required documentation. Documentation should be thorough and should help the Financial Aid Office make a fair assessment of your anticipated income and resources for 2009. We will need to keep all documentation on file so please bring copies.

Step 3: Complete the chart below:

Income Source	Actual	Estimated	Total
January 1, 2009 – December 31, 2009	1/1/09 – today	Today – 12/31/09	Actual + Estimated
Income earned from work by student (wages, salary, tips)			
Income earned from work by spouse/parent(s) (wages, salary, tips)			
Other taxable income including unemployment, alimony, etc.			
Child support			
Welfare Benefits such as TANF			
Veterans Benefits			
Social Security Benefits			
Workers Compensation			
Short or Long Term Disability Benefits			
Severance Pay			
Withdrawal from Retirement Accounts			
Other income (pension, annuity, housing allowance, bonuses, etc.)			

Step 4: Meet with a Financial Aid Advisor. Advisors are available limited days and hours at each campus so please call ahead for advisor schedule. Advisors do not make appointments but see students on a walk in bases.

Taylorville Redwood Campus (801) 957-4410 South City Campus (801) 957-3352
 Jordan Campus (801)957-2682 Sandy Campus (801) 957-3706
 School of Applied Technology (Skills Center) (801) 957-3354

To the best of my knowledge, the information in this appeal is true and accurate. I understand that misrepresentation of facts in connection with this appeal, whenever discovered, may be sufficient cause, in and of itself, for cancellation and repayment of financial aid.

Student Signature _____ Date _____

Parent Signature (if dependent) _____ Date _____

Office Use Only:	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Advisor _____ Date _____
New AGI _____	New Tax Pd _____
New Income Earned from Work _____	
Additional Information _____	Untaxed Income _____
New # in Family _____	
New # in College _____	