

2013-2014 Petition for Consideration of Special Circumstances

FORMS SUBMITTED WITHOUT APPROPRIATE DOCUMENTATION WILL BE RETURNED UNPROCESSED.

Deadline for submission of Income Review of Special Circumstance applications must be received within the semester the student is enrolled at ARCC (but no later than two weeks from the end of the enrolled semester).

NAME _____ Student ID: _____

Address _____

Financial Aid eligibility for 2013-2014 is based on income information from 2012. If you (and/or your family) have experienced an unusual circumstance, which significantly reduces income for 2013, you may request a review of your eligibility **after** your initial award was been determined. **Please Note:** All income review files must first be selected for the process of verification (2012 Federal tax return transcript; HS-NS, SNAP, MNSGQ, CSP, NF-Stu, NF-Par)

I am petitioning the Financial Aid office for consideration of the following:

- Change of Income:** (Petitions for this reason will not be accepted until Jan. 2014 as you must have all W-2's for 2013 and preferably filed your 2013 Federal income tax return before submitting this petition. We can analyze your situation and possibly adjust your aid faster if you submit clear and detailed explanations and reasonable documentation. Retroactive award adjustments for fall semester may be made as long as the student is currently enrolled 13-14 academic year.
1. Attach a written statement from you (spouse/parents if applicable) addressing the following:
 - a. Detailed explanation as to the reason for the decrease in income (i.e. termination, disable, schedule change, etc.
Note: special consideration will not be given if income change resulted from an inheritance or gambling winnings)
 - b. Dates last employed
 - c. Why you feel this petition should be considered.
 2. Complete Untaxed Income chart (on backside of this form) and attach your 2013 W-2's and 2013 Federal Tax Return Transcript and any other income documentation that supports the figures you have reported.
- Inclusion of a Parent in the Number of Household Members in College**
Federal law does not allow the inclusion of a parent in the number of household members in college except by professional judgment. In order to include your parent in the number in college, you must provide the following:
1. Current registration document from the college the parent is attending. They must be attending at least half time.
 2. Statement from the parent indicating their current degree/certificate objective and major.
 3. Letter from the parent's employer stating they will not receive reimbursement from the company.
- Major Medical or Dental Expenses not covered by insurance.**
1. You must attach proof of your expenses paid such as your tax return itemized medical or dental deductions page or receipts of medical and dental payments (not charges) made.
- Change of Marital Status for Dependent Students:** Dependent students who are married after the FAFSA has been filed can petition for Independent Status if they can demonstrate that the change impacts the student's ability to pay for school. You must update your marital status on the FAFSA before this petition can be considered.
1. Attach your 2012 Federal income tax transcript for yourself and your spouse.
 2. Attach a written detailed statement addressing why the impact on your ability to pay and why you feel this petition should be considered.

Other Unusual Circumstances. You must provide a statement and supporting documentation for consideration of this Petition. Your statement must clearly identify your special circumstance and what you are requesting. Your documentation must support your request.

Your Signature (student)

Date

Parent's Signature (if dependent student)

Date

By signing this worksheet, I certify that all of the information reported above is complete and correct.

Student (and spouse)	Untaxed Income Chart Calendar Year 2013 Do not leave any box blank. If the answer is zero, enter \$0.	Parent(s)
\$	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes D,E,F,G,H,and S	\$
\$	Child support received for all children. Don't include foster care or adoption payments.	\$
\$	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits)	\$
\$	Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances	\$
\$	Any other untaxed income or benefits not reported elsewhere	\$
\$	Money received , or paid on your behalf (e.g., bills), not reported elsewhere on this form	\$ XXXXXXXXXX
\$	Child support paid because of divorce or separation or as a result of a legal requirement. List child(ren) name(s):	\$

***** FOR OFFICE USE ONLY *****

This petition has been approved. Your Revised Award Letter can be found online at www.AnokaRamsey.edu Student Home – My Financial Account. You will need your ARCC Username and Password to login. Award Letters are not mailed. **Please Note:** Eligibility for additional grant aid can reduce student loan funds.

This petition is pending/denied for the following reason: _____

FA Counselor's Signature

Date

EFC w/verification: _____

EFC w/ Special Circumstance: _____

Revised Award Date: _____

Fall Enrollment: _____

Spring Enrollment: _____

Summer Enrollment: _____