

Student Name _____ BJU ID _____

Eligibility for need-based financial aid is based on the information provided on the Free Application for Federal Student Aid (FAFSA). However, special financial circumstances which may reduce the family’s income or resources for 2012 may be submitted to the BJU Financial Aid Office for consideration. After a review of the request, a professional judgment will be made and a determination as to whether or not an adjustment to a student’s aid is merited. Any change is valid for the current academic year.

Please note that submitting this form does not guarantee that your request will be approved or that you will be eligible for additional aid.

Required Documents:

- Documents required for verification (if these documents have already been submitted they do not have to be resubmitted):
 - Dependent or Independent Verification Worksheet
 - Official IRS tax transcript(s) for all tax filers whose information was included on the FAFSA (www.irs.gov) unless IRS Retrieval was used and is unchanged.
 - Copies of all W-2 forms and/or Schedules C, SE, F
- 2012–13 Special Circumstances Request Form
- Written explanation providing as much specific detail about circumstances.
- Copies of all available documentation indicated below

Section 1: Special Circumstance Categories

1. **Loss of Income:** (Check the situation that applies.)

Unemployment

(Documentation: termination letter, statement of unemployment benefits, final pay stub(s) showing year-to-date income, documentation of any other income, such as retirement benefits and severance pay)

Death of parent/spouse since 2012–13 FAFSA was submitted

(Documentation: death certificate or obituary, statement of life insurance benefits received, distributions from inheritance, assets or other benefit sources including life insurance, etc.)

Disability/Retirement/Job change

(Documentation: letter from employer documenting date employment ends, letter from employer documenting job change including salary or wage information, copy of final/current pay stub showing year-to-date income)

Loss or reduction of Social Security benefits, child support or alimony

(Documentation: copy of statement from Social Security Administration documenting change of benefits, copy of legal document reflecting loss or reduction of child support or alimony)

One time only income received in 2011

(Documentation: document stating source and purpose for which funds were used)

2. **Medical or dental expenses not covered by insurance**

(Documentation for expenses paid between January 1, 2012, and December 31, 2012, including copies of canceled checks, receipts, paid medical office statements, or signed copy of formal payment plan agreement, if medical expenses were itemized on federal 1040: Schedule A)

| | |
|--------------------|----|
| Parents’ expenses | \$ |
| Student’s expenses | \$ |

3. **Home repairs due to natural disaster not covered by insurance or federal aid** (Documentation: copies of receipts, paid statements, letter stating what will not be covered by insurance or aid.)

| | |
|---------------------------|----|
| Amount paid out of pocket | \$ |
|---------------------------|----|

4. **Tuition for private elementary and/or secondary education**
(Please submit 2012–13 tuition invoice for each child.)

| Child's Name | Age | Cost |
|--------------|-----|------|
| | | \$ |
| | | \$ |
| | | \$ |

Section 2: 2012 Income Projections

(Must be completed for any circumstance which results in a change of income)

Taxable income expected to be earned from Jan. 1, 2012, through Dec. 31, 2012

| | Student | Father/Stepfather | Mother/Stepmother |
|--------------------------|---------|-------------------|-------------------|
| Income | \$ | \$ | \$ |
| Severance Compensation | \$ | \$ | \$ |
| Unemployment Benefit | \$ | \$ | \$ |
| Interest/Dividend Income | \$ | \$ | \$ |
| Other Taxable Income | \$ | \$ | \$ |

Untaxed income expected to be earned from Jan. 1, 2012, through Dec. 31, 2012

| | Student | Father/Stepfather | Mother/Stepmother |
|----------------------------|---------|-------------------|-------------------|
| Payment to Retirement Fund | \$ | \$ | \$ |
| Social Security Benefits | \$ | \$ | \$ |
| Child Support | \$ | \$ | \$ |
| Welfare Benefits | \$ | \$ | \$ |
| Veterans Benefits | \$ | \$ | \$ |
| Other Untaxed Income | \$ | \$ | \$ |

**Non-taxable income does not include Welfare payment or untaxed Social Security benefits. If non-taxable income is listed, please list source and amount from that source on a separate sheet of paper.*

As of today, what is the total balance of:

| | Student | Father/Stepfather | Mother/Stepmother |
|----------------------|---------|-------------------|-------------------|
| Cash | \$ | \$ | \$ |
| Savings and Checking | \$ | \$ | \$ |

All of the information on this form is true and complete to the best of my knowledge. I agree to submit additional proof of the information I have given on this form, if requested to do so. I also realize that if I do not provide the required documentation, my request will not be processed.

Student signature _____ Date _____

Parent signature _____ Date _____