



**Lanier Technical College**  
Office of Financial Aid  
2990 Landrum Education Drive  
Oakwood, Georgia 30566

---

Special Circumstances Request Form  
For 2009-2010

Student's Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

If your financial situation has changed since 2008, please indicate below the circumstance(s) that changed. **Forms submitted without ALL documentation requested will be returned and will not be considered.** This form and all accompanying documentation should be returned to the Lanier Technical College Office of Financial Aid.

**UNEMPLOYMENT**

A student, spouse, or parent who earned money in 2008, has lost his/her job for at least 10 weeks in 2009, due to retirement, layoff, or job termination. Voluntary reduction of hours or leaving employment for the purpose of returning to school does **NOT** meet this condition.

The person who lost his/her job is: \_\_\_\_\_

Relationship to the Applicant: \_\_\_\_\_

How many weeks has he/she been unemployed since January 2009? \_\_\_\_\_

- Documentation Needed:**
- 1) Letter of termination of employment
  - 2) Notice of unemployment benefits determination
  - 3) Copy of final pay stub for wages received in 2009

**DEATH OF A FAMILY MEMBER**

A spouse or parent, who earned income in 2008, has died since the 2009-2010 Free Application for Federal Student Aid (FAFSA) was completed.

Full name of deceased person: \_\_\_\_\_

Relationship to the Applicant: \_\_\_\_\_

- Documentation Needed:** (1) A photocopy of the death certificate (this will not be returned). (2) Copies of 2008 tax returns and W-2's must be provided. (3) 2009-2010 Verification Worksheet.

**MEDICAL**

There were excessive medical expenses paid out of pocket in 2008 due to illness of a family member. \*\*\* Please note: A portion of your family's reported income is considered for medical expenses when the FAFSA is processed. Only excessive medical expenses paid out of pocket will be considered.

Name of family member \_\_\_\_\_ Relationship to student \_\_\_\_\_

**Documentation Needed:** (1) Copies of all paid medical expenses to be considered for 2008. (2) Copy of signed 2008 federal tax returns for all whose income is reported on FAFSA with Schedule A. (3) Completed 2009-2010 Verification Worksheet.

## **CHANGE OF EMPLOYMENT STATUS**

You have a special condition which will cause your family's 2009 income to be significantly less than in 2008, and that condition is not listed above. You may attach a separate sheet with an explanation of these circumstances.

Name of family member \_\_\_\_\_ Relationship to student \_\_\_\_\_

**Documentation Needed:** (1) Copy of last pay stub in 2009 showing YTD earnings for family member with the reduced earnings. (2) Copy of signed 2008 tax returns for all whose income is reported on FAFSA.

### 2009 Income Information

Student's 2009 wages and anticipated wages through the end of the year: \_\_\_\_\_

Student's 2009 unemployment benefits received and anticipated benefits to be received through the end of the year: \_\_\_\_\_

Spouse's 2009 wages and anticipated wages through the end of the year: \_\_\_\_\_

*Need copy of spouse's last pay stub.*

Spouse's 2009 unemployment benefits received and anticipated benefits to be received through the end of the year: \_\_\_\_\_

Dependent Students:

Father's 2009 wages and anticipated wages through the end of the year: \_\_\_\_\_

Father's 2009 unemployment benefits received and anticipated benefits to be received through the end of the year: \_\_\_\_\_

Mother's 2009 wages and anticipated wages through the end of the year: \_\_\_\_\_

Mother's 2009 unemployment benefits received and anticipated benefits to be received through the end of the year: \_\_\_\_\_

*Lanier Technical College is an Equal Opportunity Educational Institute  
A Unit of the technical College System of Georgia*