



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

Special Circumstances Request Form
For 2010-2011

Student's Name: _____

Student ID Number: _____

If your financial situation has changed since 2009, 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 2009, 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 2010? _____

- 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 2009, has died since the 2010-2011 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 2009 tax returns and W-2's must be provided.* (3) *2010-2011 Verification Worksheet.*

MEDICAL

There were excessive medical expenses paid out of pocket in 2009 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 2009. (2) Copy of signed 2009 federal tax returns for all whose income is reported on FAFSA with Schedule A. (3) Completed 2010-2011 Verification Worksheet.

CHANGE OF EMPLOYMENT STATUS

You have a special condition which will cause your family's 2010 income to be significantly less than in 2009, 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 2010 showing YTD earnings for family member with the reduced earnings. (2) Copy of signed 2009 tax returns for all whose income is reported on FAFSA.

2010 Income Information

Student's 2010 wages and anticipated wages through the end of the year: _____

Student's 2010 unemployment benefits received and anticipated benefits to be received through the end of the year: _____

Spouse's 2010 wages and anticipated wages through the end of the year: _____

Need copy of spouse's last pay stub.

Spouse's 2010 unemployment benefits received and anticipated benefits to be received through the end of the year: _____

Dependent Students:

Father's 2010 wages and anticipated wages through the end of the year: _____

Father's 2010 unemployment benefits received and anticipated benefits to be received through the end of the year: _____

Mother's 2010 wages and anticipated wages through the end of the year: _____

Mother's 2010 unemployment benefits received and anticipated benefits to be received through the end of the year: _____

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