



**University of the Incarnate Word**  
**Office of Financial Assistance**  
**2009-2010 Special Circumstances Form**

4301 Broadway, Box 308  
San Antonio, TX 78209  
Phone: (210) 829-6008  
Fax: (210) 283-5053  
[finaid@uiwtx.edu](mailto:finaid@uiwtx.edu)  
[www.uiv.edu/finaid](http://www.uiv.edu/finaid)

Name: \_\_\_\_\_

UIW ID: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

On the Free Application for Federal Student Aid (FAFSA), students are instructed to notify the Office of Financial Assistance if they have unusual circumstances not reported on the FAFSA. Please complete this form indicating your circumstances and submit it to our office with the required documentation. Special circumstances may allow individual reevaluation of your eligibility for student aid. We recommend that you accept your initial award offer, and plan to cover preliminary costs from your current aid package, employment, and/or family resources. If a reevaluation qualifies you for additional aid, your award will be adjusted.

Our first priority is to deliver aid to students based on their initial eligibility. Review of exceptional circumstances will take place **after** you complete a 2009-2010 FAFSA and **after** you receive an initial 2009-2010 aid offer from UIW. We will not review special circumstances before you have completed the application and award process.

Please note, in completing the review of your file for a special circumstance, we may require you to complete the federal verification process. This process verifies the initial information on your FAFSA prior to making corrections or updates for your special circumstance. Our office will notify you of the verification documents needed, which normally will include a 2009-2010 Verification Worksheet and 2008 signed tax information for the student, spouse (if married) and parent (if dependent).

**Ineligible Circumstances:**

The Office of Financial Assistance at University of the Incarnate Word **will not** consider or make adjustments for any of the following:

- Parents will not help pay for college.
- Car payments or car insurance.
- Consumer debt (credit cards).
- Mortgages and rent.
- Tuition paid for private elementary or secondary tuition.
- Unusual expenses related to personal living (such as wedding expenses, loan payments, or legal expenses)
- Medical Insurance premiums
- One year bonus incomes (such as lottery winnings or gambling winnings)
- Reduction in overtime pay
- Chapter 7 Bankruptcy or reductions in income from bankruptcy proceedings
- Home equity, IRA, 403B and 401K loans

If the reason for your request is listed above, please do not complete this form. If not, please complete the back of this form and attach the requested documentation for the item under review.

Name: \_\_\_\_\_

UIW ID: \_\_\_\_\_

**Please check the appropriate selection and provide requested documentation:**

**REDUCTION IN INCOME DUE TO DIVORCE OR DEATH OF SPOUSE OR PARENT**

- Attach a letter of explanation, including the following:
  - date of divorce or death of spouse or parent of it occurred after filing the FAFSA
  - list current household members, relationship and age
  - monthly child support you will receive from January 1, 2009 – July 1, 2010
  - list 2008 and 2009 business value and/or farm value and/or investment value
  - list 2008 and 2009 business debt and/or farm debt and/or investment debt

**CHANGE IN HOUSEHOLD SIZE DUE TO PREGNANCY:**

- Attach a letter from your Obstetrician indicating date and proof of pregnancy to update your household.

**CHILD CARE EXPENSES:**

- Attach a letter from your childcare provider indicating the names and ages of the children in childcare as well as the weekly costs for each child on letterhead, or a copy of your billing statement from the provider.

**Please note, this is for daycare costs only, and does not apply to private elementary or secondary school tuition. The maximum increase in the student budget for childcare is \$1500 for one child, \$2000 for two, \$2500 for three, and \$3000 for four or more children. This increase in your budget allows for additional loan eligibility.**

My child/dependent care expense for 2009-2010 academic year, while I attend school, is as follows:

Child's Name	Age	Amount Paid Aug. 09-Dec. 09	Amount Paid Jan. 2010-May 10	Provider Name

**UNUSUAL MEDICAL EXPENSES:**

Attach the following:

- photocopies of the 2008 Schedule A for excessive medical expenses
- these expenses can be for medical expenses due to an illness of a family member, but must appear on the 2008 Schedule A form
- expenses are considered unusual if they exceed 11% of the family's income
- letter explaining total costs, amounts covered by insurance and/or settlements from Social Security, Workers Compensation, legal settlements, etc. that are not included on 2008 Tax Return.

**CHANGE IN PERSONAL CIRCUMSTANCES:**

Attach a letter and proof of special circumstances within your household. If you or your parents have circumstances not listed above, **attach a personal statement** indicating the nature of the circumstance, appropriate dates January 2009 through July 2010, and the financial impact of the circumstance. Include supportive documentation.

**CERTIFICATION STATEMENT**

I certify that the information I submit for review is true and correct to the best of my knowledge and belief. I have read each section and have provided the required documentation. I understand that underestimating projected income could result in reduced eligibility, repayment of aid, or both, in this year or next year. **I certify the information on this appeal to be complete and accurate. If any of the information changes, I understand I must promptly notify the Financial Aid and Scholarship Office and that I may be responsible for repayment of financial aid received.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_