



## University of the Incarnate Word 2008-2009 Special Circumstances Review Form

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

On the Free Application for Federal Student Aid (FAFSA), students are instructed to notify the Office of Financial Assistance if you or your family has unusual circumstances not reported on the FAFSA. Please complete this form indicating your circumstances and submit it to the Office of Financial Assistance with the required documentation.

**Please note:**

You must file a 2008-2009 Free Application for Federal Student Aid (FAFSA) and receive an award letter prior to submitting this form. We will not review special circumstances before you have completed the application and award process.

**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, school loan payments, and 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, do not complete this form. A reduction in resources for any of the above circumstances does not qualify for corrections.

**The following are acceptable examples of unusual circumstances:**

**DIVORCE – 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 in 2008
  - list 2008 business value and/or farm value and/or investment value
  - list 2008 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.

**CHANGE IN HOUSEHOLD CIRCUMSTANCES:**

- Attach a letter and proof of special circumstances within your household.

-----  
**REVIEW OF STUDENT BUDGET**

A budget for school and personal expenses has been established by the Office of Financial Assistance based upon average yearly costs. The Cost of Attendance is broken down into broad categories. We can increase your budget based on the following reasons:

**CHILD CARE EXPENSES:**

Attach a letter from your childcare provider indicating the following:

- names and ages of the children in childcare
- the weekly costs for each child
- 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 children, \$2500 for three children and \$3000 for four or more children.

**UNUSUAL MEDICAL EXPENSES:**

Attach the following:

- photocopies of the 2006 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 2006 Schedule A form
- expenses are considered unusual if they exceed 11% of the family's income

**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.

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