



Dallas County Community College District
2009-10 Financial Aid Special Circumstances Application

This form will assist you in reporting changes in your financial circumstances that may affect 2009-10 college costs.

INSTRUCTIONS (Incomplete or undocumented requests will not be processed):

1. A 2009-10 [FAFSA](#) must be submitted before special consideration will be reviewed.
2. Review the "Special Conditions" specified below. Check the reason(s) that your/your spouse's/your parent's income will be less in 2009 than in 2008.
3. Attach your TYPED statement explaining the circumstances that have caused the income reduction.
4. Attach all other documents requested. (You must include your 2008 1040 Tax Return forms if you have not already submitted them with your original application information.)
5. Make sure that you complete the "2009 INCOME INFORMATION" section on page 2 of this form. Independent students MUST complete the left column. Dependent student MUST complete both columns.
6. Complete and return this form with supporting documentation to your [Financial Aid Office](#).

Student's Name: _____ SS#: _____

[E-mail Address](#): _____ Date of Birth _____

- Loss of employment or a drastic change in income:** A student/spouse/parent who earned money in 2008 has lost his/her job for at least 10 weeks in 2009 OR whose income has changed drastically from the 2008 income and is not expected to reverse itself.
Date reduction/loss occurred _____ (**DO NOT LEAVE BLANK**)
You must attach supporting documentation, examples:
- Student/spouse or student/parents final or last pay stub in 2009 from all employers. The pay stub(s) must document *year to date* earnings.
 - Initial letter from Texas Workforce that includes beginning and ending dates of benefits and the amount received.
 - Proof of job loss.
 - If presently working, a letter from that employer or most recent pay stub verifying hours per week and salary.
 - For untaxed income loss (social security, child support, etc) submit verifying documentation.
- Divorce or separation:** Since applying for financial aid, you/your parents have become divorced or separated.
Date of divorce/separation _____ (**DO NOT LEAVE BLANK**)
You must attach a copy of the divorce decree or the divorce petition verifying separation.
- Death of spouse/parent:** Since applying for financial aid, your spouse/parent has died.
You must attach copy of the death certificate.
- Disability of student/spouse/parent:** You or your parent(s) are experiencing unusually high medical due to a disability or chronic illness.
Date of disability _____ (**DO NOT LEAVE BLANK**)
You must attach documentation of the disability and include receipts of *paid* medical payments from January 2008 through December 2009. Statements must show name of patients, dates of charges, and amount paid by patient.
- FAFSA income information included a previous year one-time income amount:** You or your parent(s) received an inheritance, lump sum social security payment, a retirement or IRA distribution, or some other non-recurring payment that is not available for the current school year.
You must attach documentation that identifies source of income and how funds were spent or invested and why they are not available as a resource.

