

2024-2025 Consideration of Special Circumstances



Pine Technical &
Community College

Last Name: _____ First Name: _____ M.I.: _____ Student ID
or SSN: _____

According to federal laws and regulations, income from 2022 is used to determine eligibility for the 2024-2025 financial aid year. If your income (or your family's income) is reduced, the Pine Technical and Community College Financial Aid Office may be able to take into account reduced income or other extenuating circumstances to determine your financial aid eligibility for 2024-2025. Please complete this form if there have been substantial changes to the income documented on your 2022 federal tax return.

**** PLEASE NOTE:** All appeals require completion of the Verification process. If you have not already been selected for Verification, you will need to complete a 2024-2025 Verification process which includes submitting a copy of your 2022 IRS tax return transcript and your parent's 2022 IRS tax return transcript (if you are a dependent student) along with any required documentation listed below. The Financial Aid Office reserves the right to request additional documentation not listed on this form.

STEP 1: AFFECTED PERSON(S)

Name(s) of person(s) whose income(s) have changed: _____

How is the above person/persons related to you? (Check all that apply)

Self Spouse Father/Step-Father Mother/Step-Mother Other (explain) _____

STEP 2: REASON FOR CHANGE

Please check the reason for your loss of income. Be sure to include the date this event happened. Please submit all required documentation listed by the circumstance you select. **All applicants must submit a copy of their 2022 federal income tax return.**

- Loss of Job
Required: Last paystub for job lost (and paystub for additional jobs held, if any)
Determination of Benefits Rights letter for unemployment benefits
- Decrease in work hours of current position
Required: Last paystub of previous hours
Most recent paystub for all jobs held
- Change of job resulting in reduction of income
Required: Last paycheck previous job
Most recent paystub for all jobs held
- Loss of unemployment benefits
Required: Paystub(s) before and after employment
Determination of Benefits Rights letter for unemployment benefits
- Medical expenses not covered by insurance
Required: Copies of all expense receipts and insurance papers
Proof showing what you paid out-of-pocket (cancelled checks, receipts, etc.)
- Death of family member
Required: Copy of death certificate, obituary notice or memorial program
- Disability of family member
Required: Statement from physician as to nature and condition of disability and date disability began.
- Other: _____
Required: Any appropriate documentation

Date(s) of Change: _____

*****PLEASE COMPLETE THE REVERSE SIDE*****

STEP 3: DETAILED EXPLANATION (please print clearly)

Please provide a detailed explanation of your situation (you may attach a separate sheet if you like):

A. SIGNATURES

By signing this form we (I) are certifying the information provided is true and accurate. If we (I) purposely give false or misleading information on this form, we (I) may be fined, be sentenced to jail, or both. If asked by a financial aid administrator we (I) agree to provide proof of the information we (I) have reported. We (I) understand that failure to provide any documentation requested will result in denial of this application. By signing this form, we (I) are promising to inform the Pine Technical College Financial Aid Office if our (my) financial aid circumstance changes at any point after the consideration for special circumstances has been processed.

Student's Signature

Date

Parent's Signature
(If parent's information was required on the FAFSA)

Date

FINANCIAL AID OFFICE USE ONLY

Approved: _____ Denied: _____

Additional Information Needed: _____

FAO Staff Signature: _____ Date: _____