



**For Office Use Only:**

Original EFC: \_\_\_\_\_  
 \_\_\_ Eligible for processing  
 Adjusted EFC: \_\_\_\_\_  
 \_\_\_ Not Eligible for processing

Student's Name:

CCBC ID #:

**2009-2010 Professional Judgment  
Special Circumstances Request Form**

**The following forms must be submitted for every category:**

- **Personal letter of explanation from student detailing the reason(s) for special consideration**
- **A signed copy of the 2008 tax return (including parents/spouse if applicable) & copies of ALL W-2's**
- **2009-2010 Verification Worksheet (available at the Financial Aid Office or on the CCBC website)**

**Please select the reason for your special circumstances request and provide the additional forms required for your specific situation:**

\_\_\_\_\_ **1. Unemployment or change in employment resulting in a substantial reduction of income in 2009.**

- Dated letter of termination (if applicable)
- Unemployment compensation information
- All year to date pay stub(s) for student and student's spouse/parent (if applicable) for 2009.

\_\_\_\_\_ **2. Divorce or Separation**

- Copy of divorce or separation agreement OR proof of separate living arrangements
- Copies of all W-2's to separate income

\_\_\_\_\_ **3. Death of a spouse/parent**

- Copy of the death certificate.
- Copies of parents' W-2's

\_\_\_\_\_ **4. Disability of student or spouse/parents.**

- Doctor's statement detailing length and type of disability.

\_\_\_\_\_ **5. Unusual Medical Expenses**

- Copies of all medical expenses paid out of pocket (not covered by insurance) in 2008

\_\_\_\_\_ **6. One-time income (examples: inheritance, moving expense allowance, back-year Social Security payments, or IRA or pension distribution).**

- Statement from source (on letterhead) that this is a one-time payment
- Dated letter of termination (if applicable)

\_\_\_\_\_ **7. Loss of untaxed income (i.e. child support, social security or welfare benefits)**

- Dated letter of termination of benefit on letterhead (if applicable)

\_\_\_\_\_ **8. Other special circumstances not indicated above.**

- Provide appropriate documentation

**\*\*\*\*\*COMPLETE ESTIMATED 2009 INCOME WORKSHEET ON BACK\*\*\*\*\***

Please complete for estimated 2009 income	Student	Spouse	Parent
Wages, salary, tips	\$	\$	\$
Unemployment compensation	\$	\$	\$
Worker's compensation	\$	\$	\$
Social Security/disability	\$	\$	\$
Child Support Received	\$	\$	\$
Welfare Benefits (i.e. TANF)	\$	\$	\$
Cash received, or money paid on your behalf, not reported elsewhere	\$	\$	\$
Value of cash, savings & checking accounts	\$	\$	\$
Net worth of investments	\$	\$	\$
Net worth of business/farm	\$	\$	\$

**PLEASE NOTE: Incomplete forms will be returned. This application will not be reviewed unless all documents are attached.**

**CERTIFICATION:**

All of the information on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to give proof of the information that I have given on this form. I also realize that if I do not give proof when asked, my request may not be processed. I understand that if I purposely provide false or misleading information, I can be fined up to \$20,000, sent to prison or both.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if dependent student)

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**NOTES: (For office use only)**

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