Solano Community College – Financial Aid Office **2016-2017** REQUEST FOR SPECIAL CIRCUMSTANCE (Income Review)

Studen	t's Name:		SCCID#:	_
	Last	First	МІ	
regardi process cards o EFC and retroac	ng your 2015 income. How s will enable you to request r car payments) will not be d increased eligibility. Any	vever, if you have experienced cha a review of your situation. Expen supported with additional financia changes to your award will be base e school year (if applicable). It is th	ased on the information you reported on your FAFSA nges that have created extraordinary circumstances, theses for consumer goods and lifestyle choices (such as call aid resources. Our review may result in a change to sed on funding available at the time of review, and will be Financial Aid Administrator's determination to deny	redi your oe
-	-		2016 IRS Income Tax Transcript and W-2(s) (or an IRS ubmit a Special Circumstance is: April 7 th , 2017 @ :	
	AN INCOMPLETE REQU	EST FOR SPECIAL CIRCUMSTAN DO NOT SUBMIT DOCUM	CE WILL BE RETURNED TO YOU UNPROCESSED. ENTS SEPARATELY.	
1.		or Special Circumstance" only if yo or a situation that has not already	urs or your parent(s) income will be less in 2016 than 2 happened.	:015
2.	living in separate househ the death of your parent,	olds, include only your custodial pa include only your surviving parent nmediately to revise your status.	uest. If your parents are separated or divorced and arent's income information. If the loss of income is due's income information. If you are now an orphan, contributes note that in either case a copy of the death	
3.	Request for Special Circu your <u>MySolano</u> .	mstance will take an average of 6-	3 weeks for processing. You will be notified of the resu	lts c
Please 9			tive date of change. Be specific about circumstances necessary.	_
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Current Income Verification Documents:

Not all of the documents listed may apply to your situation. However, you must provide adequate documentation to support your request so that the Financial Aid Office can make a determination concerning your situation. If you do not provide sufficient information to support your request, your request may be denied or it may be returned to you unprocessed.

- A copy of your 2016 IRS Income Tax Transcript and W-2(s) (or an IRS Wage and Income Transcript) with your request!
- Must attach a 2016-2017 Verification Worksheet form (Dependent or Independent, whichever applies).
- Letters stating Lay-off, Resignation, or Reduction in work hours. Copy of Severance pay received.
- Agency statements of 2016 year-to-date benefits received for social security, retirement, disability, worker's compensation, unemployment, etc.
- > Divorce agreement designating family and child support, statement from the county Family Support Office, or signed statement from the person paying the support, to verify 2016 child support that has been received.
- Denial of Benefits Letter.
- Any other documents to clarify your situation.

<u>Deadline for submitting a Special Circumstance:</u>

April 7th, 2017 @ 12pm

Certification:

I/WE CERTIFY that the information on this form is true and correct to the best of my knowledge. I/we understand that if the information I/we have provided is incomplete or false, financial aid could be delayed or denied. I/we have read and understand the Financial Aid Academic Progress Policy. I/we authorize Solano Community College to apply financial aid funds to other charges, and understand that this authorization is valid while attending Solano Community College and may be rescinded in writing at any time. I/we authorize the Financial Aid Office to contact my instructors, other college departments, and related agencies to exchange information concerning my financial aid eligibility and/or academic progress. I/we promise to notify the Financial Aid Office immediately if I/we receive financial assistance from any source other than Solano Community College during this academic year.

Student Signature (required)	Date Signed
Parents Signature (if applicable)	Date Signed

Attn: Mailed/Drop Box or Faxed copies will not be accepted. Originals must be submitted <u>in person</u>. You may submit your Special Circumstance packet in person at the Fairfield Campus or at one of the Centers, Vacaville, Vallejo or Travis AFB, provided <u>all</u> required documents are attached.

Submit ALL FORMS AND DOCUMENTS TOGETHER at one of the following locations:

Fairfield Campus Financial Aid Office 4000 Suisun Valley Road Fairfield, CA 94534 Vacaville Center 2001 North Village Parkway Vacaville, CA 95688 Vallejo Center 545 Columbus Parkway Vallejo, CA 94591 Travis AFB Center 530 Hickam Ave., Bldg. 249 Travis AFB, CA 94535

FOR OFFICE USE ONLY:			
Before Approval: EFC=	Trans #	/ After Approval: FFC=	
Approved () Denied ()			Date: