



The Welcome Center
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 P.O. Box 2340
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2008 – 2009 SPECIAL CIRCUMSTANCES FORM

The Office of Student Financial Aid (OSFA) recognizes that students and their families may have extenuating financial circumstances that the standard needs analysis form (the Free Application for Federal Student Aid, FAFSA) do not consider. The OSFA Professional Judgment Appeals Committee reviews such circumstances. Notice: Submission of this Special Circumstances Appeals Form does not guarantee a favorable change in your financial aid eligibility or award(s). **Decisions of the OSFA Professional Judgment Appeals Committee are final.**

Requirements and Instructions

1. OSFA must have your 2008-2009 FAFSA on file.
2. Submit a completed 2008-2009 Verification Worksheet, which is available from OSFA and on the OSFA Web site at www.financialaid.wayne.edu/forms/html, with all required tax forms.
3. Complete only the sections on this form that apply to your circumstances.
4. Many financial aid programs have specific deadlines, in which late submission of this appeal may result in a denial as the deadline to process aid eligibility has passed. Please submit the appeal at a minimum 4 – 6 weeks prior to the start of the semester you are requesting a review of your eligibility.

Section I: Personal Information. Please PRINT

Last Name: _____ First Name: _____ MI: _____

WSU ID: _____ WSU AccessID: _____

Telephone No.: _____ Cell Phone No.: _____

Section II: Circumstances

Please check [v] the box beside the special circumstances listed that applies to your situation. Attach the designated required documents to this form. If your circumstances are not listed, contact OSFA at (313) 577-3378 to speak with a Financial Aid Counselor.

[] **Death of Parent or Spouse**

- Copy of death certificate
- Complete Section III (estimated 2008 income). Attach income documentation (e.g. copy of last pay stub, proof of unemployment benefits). Do not include 2008 income documentation for the deceased parent or spouse.

[] **Divorce, Pending Divorce, or Separation** (Parties must live in separate residences.)

Speak with a Financial Aid Counselor if the divorce or separation occurred **BEFORE** you completed the 2008-2009 FAFSA. **Do not submit a Special Circumstances Appeal form as it is not necessary.**

- Copy of divorce decree, or
- Documentation of separation (Separate Maintenance Agreement or attorney’s letter and proof of separate residences). If legal documents do not exist, submit an explanation.
- Total 2008 net worth or liquid assets.

[] **Separation from Employment Due to Layoff or Termination**

Letter from employer on company letterhead that includes that last date of employment.

- Unemployment benefits determination document.
- Complete Section III (estimated 2008 income).
- Documentation of severance pay/buy-out package.
- Documentation of year-to-date income.

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Student Name: _____

Student ID: _____

[] Change in Employment Status (from full-to part-time employment or reduction in wages)

- Letter from employer on company letterhead that states the change and its effective date. If you reduced the number of hours that you work for the purpose of attending school, please provide an explanation.
- Complete Section III (estimated 2008 income).
- Documentation of year-to-date income (copies of most recent pay stubs from all employers).

[] Loss or Reduction of Benefits/Income (e.g. benefits received in 2007 were terminated or reduced in 2008)

- Copy of notification of benefits reduction/termination, including the effective date.
- Documentation of 2008 expected benefits.
- Documentation of Social Security benefits termination due to child reaching age 18.

[] Non-recurring (one time) 2007 Income (e.g. IRA distribution, pension distribution, inheritance, moving expense allowance, etc.)

- Documentation of the income type and amount.
- Documentation of how the funds were spent or invested.

[] Parent's 2008-2009 College Enrollment [parent(s) of dependent students only]

The minimum enrollment must be half time in a degree in a degree or certificate program.

- Documentation from the college of parent's enrollment in a program leading to a degree or certificate, including (a) the program of study, (b) the program beginning and end dates, (c) the institution's definition of half-time enrollment, and (d) the tuition and mandatory fees.
- Documentation of employer paid tuition benefits and financial aid. If your parent(s) is/are not receiving tuition benefits or financial aid, provide a parent-signed statement to that effect.

[] Non-reimbursed Medical or Dental Expenses

This is for expenses that did not originate from routine medical/dental check-ups, elective procedures, or cosmetic surgery.

- Documentation of non-reimbursed medical and/or dental bills.
- Documentation of non-reimbursed dental and/or health care insurance premiums.
- Include Schedule A of the 1040 showing medical deductions if Schedule A was filed. If Schedule A is not filed, you may be contacted for further information during the review process.

[] Private School K-12 Tuition

Only tuition will be considered. Other private school expenses will not be considered.

- Letter from the child's school stating 9a) 2008-09 tuition, minus scholarships and/or discounts and (b) 2008-09 payments made to date. The letter must identify the child by name.

[] Computer Purchase

Computer purchase is for educational purposes on or after June 2008. The policy allows for one computer purchase as an undergraduate and/or one computer purchase as a graduate or professional student. The inclusion of computer costs will be done on a case-by-case basis. In most cases, student will need to borrow an educational loan to pay for the computer.

- Copy of a purchase order, purchase receipt, or computer specs.
- The following are examples of items that can be included in the request for an increase to the cost of attendance:
 - Computer and monitor or laptop
 - Printer
 - Surge protector and connecting cables
 - Word processing software (Microsoft Office or equivalent) and Antivirus software
 - PDA (Please submit documentation from your program of study that this is a requirement.)
- The maximum amount to be added to the cost of attendance is \$2000.00

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Student Name: _____

Student ID: _____

[] Childcare Expenses

If you will be paying for childcare expenses during the 2008-2009 academic year as a result of your direct attendance at Wayne State University and are requesting an adjustment to your cost of attendance, you must provide documentation from the childcare provider.

- Documentation from the Childcare Provider that includes:
 - Name of agency/person, address, and contact number of the provider(s).
 - Amount paid (indicate if the amount is weekly or monthly).
 - Name of the child(ren), their ages, and number of months the childcare will be provided.

Section III: Statement of 2008 Estimated Income:

(Annual, not monthly, amounts.) Parents' information is required only for dependent students.

Projected 2008 Taxable Income:	Student Income:	\$ _____
	Spouse's Income:	\$ _____
	Father's Income:	\$ _____
	Mother's Income:	\$ _____
Projected Other 2008 Taxable Income:	Student Income:	\$ _____
	Spouse's Income:	\$ _____
	Father's Income:	\$ _____
	Mother's Income:	\$ _____
Projected 2008 Untaxed Benefits/Income:	Student Income:	\$ _____
	Spouse's Income:	\$ _____
	Father's Income:	\$ _____
	Mother's Income:	\$ _____

Certification: I (we) certify that all information reported on this form is complete and correct.

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Spouse's Signature: _____ Date: _____