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**Pierpont Community & Technical College**  
**2022-2023 Dependent Student Special Circumstance Request Form**

**STUDENT NAME:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

**BIRTH DATE:** \_\_\_\_\_ **DATE SUBMITTED:** \_\_\_\_\_

This request is used to adjust the income reported on the 2022-2023 Free Application for Federal Student Aid (FAFSA) due to a change in circumstances during the calendar or academic year. If you are selected for verification, you must also submit verification documents.

**LOSS OF EMPLOYMENT** – Parent was working during 2021 but is now working fewer hours or is unemployed. The following documentation is required from the unemployed household member:

- Last paystub(s) from previous employer
- Current paystub if working fewer hours
- Letter from previous employer stating date of termination or resignation
- Benefit or denial letter from Unemployment Office

**LOSS OF BENEFITS** –Parent has lost some or all benefits (e.g. child support, food stamps, TANF, etc.) The following documentation is required:

- Last check stub(s) or printout of benefit(s) received
- Letter from agency verifying date of benefit(s) lost

**DEDUCTION OF ONE-TIME PAYMENT** –Parent received a ONE-TIME PAYMENT (pension, IRA, annuities, gambling winnings, settlement, etc.) The following documentation is required:

- Statement/evidence of one-time payment, such as a pension statement, bank statement, etc. or
- Copy of tax return or other document evidencing payment (Gambling Winnings, e.g.)

**SEPARATION OR DIVORCE** –Parent was married when the FAFSA was filed but has now separated or divorced. The following documentation is required:

- Court documentation verifying legal separation or divorce if provided by your state
- If no legal separation can be provided, submit the following:
  - Notarized statement by student indicating date of separation.

**DEATH OF A SPOUSE** –Parent passed away after the FAFSA was filed. The following documentation is required:

- Copy of Death Certificate or Obituary Notice

**UNUSUAL EXPENSES** – Parent/Student has unusual medical expenses NOT covered by insurance or pays private school tuition. The following documentation is required:

- Copy of bill(s) or statements documenting patient liability

**VERIFICATION DOCUMENTS** – If you have been selected for verification, you must also submit the following if not already on file at Pierpont C&TC:

- Completed and signed (student and parent) 2022-2023 Dependent Verification Worksheet
- IRS Tax Transcript for Student and Parent as applicable (Copy of signed 2021 Federal Tax Return will be accepted if IRS Tax Transcript can not be obtained from the IRS due to COVID-19)

**Pierpont Community & Technical College**  
**2022-2023 Dependent Student Special Circumstance Request Form**  
**Parental Info**

**REASON FOR REQUEST:**

State the reason you are requesting this special consideration and **attach supporting documentation**. Give family relationships and dates when possible.

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**TOTAL 2022 (12 MONTH) INCOME EXPECTED from January 1, 2022 to December 31, 2022. (MUST COMPLETE)**

Father's wages \_\_\_\_\_ (Yearly Amount)

Mother's wages \_\_\_\_\_ (Yearly Amount)

Other expected income for 2022 (January 1 – December 31):

Please circle whose adjustment:

Unemployment Compensation (Father/Mother) \$ \_\_\_\_\_

Worker's Compensation/Disability, etc. (Father/Mother) \$ \_\_\_\_\_

Child Support Received (All Dependents) \$ \_\_\_\_\_

Child Support Paid (All Dependents) \$ \_\_\_\_\_

Pensions, Dividends, etc. (Father/Mother) \$ \_\_\_\_\_

Other taxed/untaxed such as 401K deferrals, interest, dividends,  
monetary support from family or friends \$ \_\_\_\_\_

**STUDENT CERTIFICATION:**

I certify that the information provided on this form is true and correct.

I fully understand that to falsify any information on this form in order to receive Federal Title IV funds is a federal offense and is punishable by law with a \$20,000 fine and/or imprisonment or both.

I understand that by signing this form, I authorize the Financial Aid and Scholarship Office of Pierpont C&TC to contact my third-party reference and verify any of the information supplied on this form.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Approved/Denied: \_\_\_\_\_ New EFC: \_\_\_\_\_ Date Corrected: \_\_\_\_\_

Comments: \_\_\_\_\_

FAA Signature: \_\_\_\_\_ Date: \_\_\_\_\_