

STEP 4: DOCUMENTATION

ALL STUDENTS MUST SUBMIT THE FOLLOWING DOCUMENTATION, REGARDLESS OF THEIR REASON FOR FILING A SPECIAL CIRCUMSTANCE REQUEST

- Signed copies of Student's 2011 Federal Tax Return AND Spouse/Parents' 2011 Federal Tax Return
- Student and parent's 2011W-2 and the most current 2011 pay stub

IN ADDITION THE FOLLOWING DOCUMENTATION IS REQUIRED:

LOSS OF EMPLOYMENT

Student/Spouse/Parent was working during 2011, but is now working fewer hours or is unemployed. The following documentation is required from the unemployed household member:

- ✓ Last check stub(s) from previous employer
- ✓ Letter from previous employer stating date of termination if available
- ✓ Last check stub or explanation of benefits letter from unemployment

SEPARATION OR DIVORCE

Student/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

DEATH OF A SPOUSE OR PARENT

Spouse/Parent passed away after the FAFSA was filed. The following documentation is required:

- ✓ Copy of Death Certificate

UNUSUAL MEDICAL EXPENSES

Student/Spouse/Parent has unusual medical expenses NOT covered by insurance. The following documentation is required:

- ✓ Copy of bill(s) AND receipt(s) of payment