



## 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 2007 Federal Tax Return AND Spouse/Parents' 2007 Federal Tax Return
- Student and parent's 2007 W-2

**IN ADDITION THE FOLLOWING DOCUMENTATION IS REQUIRED:**

### **LOSS OF EMPLOYMENT**

Student/Spouse/Parent was working during 2007, 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

***Return to: Student Financial Aid Office, PO Box 265, Rts. 86 & 30, Paul Smiths, NY 12970  
Phone: (518) 327-6220 γ Fax: 518-327-6055***