



Financial Aid Office 2017-18 PJ/ SPECIAL CIRCUMSTANCES

Attach all requested documentation. Submit copies only—documents will not be returned.

Financial aid eligibility for the 2017-2018 academic year is calculated based on the information you provided on the Free Application for Federal Student Aid (FAFSA). The income and asset information that you submitted was evaluated by a formula called Federal Methodology as set by Congress. This formula assumes that 2015 income is a good predictor of the family's financial strength during the student's 2017-2018 enrollment. Based on this assumption, financial aid eligibility is determined using 2015 tax return information.

We recognize that many families have changes in income or family situations that cannot be reflected in the 2015 tax return data. Therefore, it is possible for students to appeal their financial aid eligibility if they have unique financial circumstances.

A request for Professional Judgment may be filed if you have extenuating circumstances, which you believe warrant a reevaluation of your financial aid.

Circumstances may include, but are not limited to:

- Loss of income
- Loss or change in amount of child support, Social Security, or other benefits
- Change of Employment
- Divorce or separation of parents or spouse
- Death of parent(s) or spouse
- Medical expenses (not covered by insurance)
- One-time taxable income used for life changing events (e.g. IRA, pension distribution, back-year Social Security payments)
- Student's parent has retired

Circumstances that are NOT considered as extenuating include, but are not limited to:

- Standard living expenses (e.g. utilities, credit card payments, children's allowances, etc.)
- Mortgage payments
- Car payments
- Credit card or other personal debts
- Vacation expenses
- All other discretionary expenses

Wait ... Please wait 10 weeks from the loss or change of employment if the change occurred in 2017, before submitting this request (this allows you time to gather an accurate estimate of income based on your new circumstances or secure new employment).

All Requests for Professional Judgment require Tax Return Transcripts for student and parent (if student is dependent) along with W-2's and/or 1099's used to complete the tax return. You may obtain a tax return transcript by going online to www.irs.gov or you can call the IRS at 1-800-908-9946 and follow the prompts to request a Tax Transcript for 2015.

Please allow 3 to 4 weeks processing time from the time all documentation has been submitted. Notification of the decision will be sent to your ENMU-Roswell student e-mail address. All decisions made regarding special circumstances are final.

2017-18 PJ/SPECIAL CIRCUMSTANCES

Student Name

Student ID

You must have a completed 2017-2018 Free Application for Federal Student Aid (FAFSA) on file and completed the verification process before your request for a special circumstance due to change in family income will be reviewed.

1. Attach a detailed written or typed explanation of your situation with the required documents for your special circumstance. (A parent may submit a secondary statement with additional relevant details, if desired).
 - a. Independent Students – provide information, signatures and documentation regarding you and your spouse (if applicable).
 - b. Dependent Students – provide information, signatures and documentation regarding your parents and yourself.
2. If your file has not already been selected for verification, you must also submit:
 - a. The 2017-18 V-1 Verification Worksheet
 - b. Copies of your 2015 IRS Tax Return Transcripts for both student and parent if student is dependent, or for spouse if student is married, and all 2015 W2s.
3. 2016 IRS Tax Return Transcripts for both student and parent if student is dependent, or for spouse if student is married, and all 2016 W2s. (Required)

Check the applicable special circumstance box below. Attach all requested documentation.

LOSS OF INCOME - Reduction or loss of income from work for at least ten (10) weeks in 2017

Student Date of layoff/termination: _____

Spouse Date of layoff/termination: _____

Parent Date of layoff/termination: _____

- A letter from employer verifying loss of employment including effective date.
- Documentation of any severance pay received, or IRA's, stocks, bonds, pensions, etc. converted to cash.

Reduction or loss of taxable or untaxed income and/or benefits for at least ten (10) weeks in 2017

What is the source of taxable income and what date did it end? _____

- If benefit is terminated, provide documentation of monthly benefit amount and date of benefit termination
- If benefits are reduced, provide documentation of original amount, date of reduction and reduced amount.

CHANGE OF EMPLOYMENT

Student Start Date: _____

Spouse Start Date: _____

Parent Start Date: _____

SEPARATION OR DIVORCE IN 2016 or 2017

- Please note that **separation** must have occurred at least ten (10) weeks prior to the submission of this request **and** you must be residing in separate households.
- Provide a copy of legal separation or divorce decree; and documentation of spousal support and/or child support expected to receive.

DEATH OF A SPOUSE OR PARENT IN 2016 or 2017

- Copy of death certificate

UNUSUAL MEDICAL EXPENSES PAID BY YOU IN 2016 or 2017

- If you didn't itemize, please submit proof of payment (e.g. cancelled checks, receipts, credit card statements)

ONE TIME TAXABLE INCOME OR OTHER CIRCUMSTANCES NOT ADDRESSED IN THE ABOVE CATEGORIES

Your special circumstance review may relate to other unusual financial situations that strain payments toward college. When writing your explanation, be sure to give specific dollar amounts.

- Documentation to identify the source of the income
- Proof of payment and an itemized statement showing how the funds were spent (e.g. cancelled checks, receipts, bank statements)

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Student Name _____

Student ID _____

EXPECTED 2017 FAMILY INCOME AND BENEFITS

NOTICE: Only complete this form if your 2016 income is *not* being used to verify change in family income as you will need to use this form to document your 2017 household income received to date. You will need to provide your best estimate of all sources of income for 2017. Use zero to indicate you do not have any types of taxable or untaxed income to report. You must include documentation supporting all income.

INCOME FOR 2017 (January – December)	Actual 1-1-17 to Today	Estimated Today to 12-31-2017	Totals earnings for 2017
	STUDENT	SPOUSE	PARENT(S)
Income earned from work (wages, salaries, tips or business) (Attach statement of wages and potential benefit amounts) Last pay stub	\$	\$	\$
Other taxable income (dividends, interest, pensions, alimony, unemployment benefits, etc.)	\$	\$	\$
Social Security Benefits	\$	\$	\$
Child Support Received	\$	\$	\$
Other Untaxed Income (Workmans comp, housing food, pensions, etc.)	\$	\$	\$
Other Untaxed Income	\$	\$	\$
Total Income for 2017	\$	\$	\$

CERTIFICATION: By signing below, I/we certify that all information reported is complete and accurate. Keep in mind that your request will not be reviewed if any back up documentation is missing. Student and parent must sign if student is dependent.

Student Signature _____

Address/Phone # _____

Date _____

Parent Signature _____

Address/Phone # _____

Date _____
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PLEASE ALLOW 3-4 WEEKS FOR PROCESSING
(During peak times, April-September, the processing time may take longer)