



# Special Circumstances Financial Aid Application 2013-2014

Revised: 4/16/13

SAGU's Financial Aid Office understands that sometimes a student's FAFSA application and/or tax return does not always give an accurate picture of the student's financial situation. This Special Circumstances Application will assist you in reporting changes in your financial circumstances that may affect your availability for financial aid.

### Instructions:

1. Please read through and complete the entire application. Unfortunately, incomplete applications cannot be processed.
2. Complete your 2013-2014 FAFSA application at [www.fafsa.gov](http://www.fafsa.gov). A FAFSA must be completed before a Special Circumstances Application can be reviewed.
3. Review the "Special Circumstances" listed below. Check the reason(s) that income will be less in 2013-2014 for you, your spouse, and/or your parents.
4. **Submit a letter that explains the circumstances that have caused the income reduction.** Be as detailed as possible. You can send this statement via email to [finaid@sagu.edu](mailto:finaid@sagu.edu) or turn in a hard copy along with this application.
5. Submit all other required documents. If you have been selected for verification, all verification documents must be submitted before a Special Circumstances Application can be reviewed.
6. Make sure that you complete the "2013 Income Information" section on Page 2 of this form. **Independent students** must complete the **left hand column** only. **Dependent students** must complete **BOTH columns**.
7. **Return this completed form, your letter and all required documentation to SAGU's Financial Aid Office:**  
**Mail:** SAGU Financial Aid, 1200 Sycamore St, Waxahachie, TX 75165 **Fax:** (972)923-8143 **Email:** [finaid@sagu.edu](mailto:finaid@sagu.edu)

Student's Full Name \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Read through the **Special Circumstances** listed below and **check which one(s) apply to you**. Make sure you attach the required supporting documents related to each circumstance that you select.

- Loss of Employment or Drastic Change in Income:** A student, spouse, or parent who earned money in 2012 lost his/her job for at least 10 weeks in 2013 or whose income has changed drastically from 2012.  
Please include the date that reduction/loss of income occurred: **(DO NOT LEAVE BLANK!)** \_\_\_\_\_  
The following are examples of supporting documentation that you should provide:
  - ✓ Student, spouse, and/or parent's final pay stub from all employers. The pay stub(s) must document the year to date earnings.
  - ✓ Letter from Texas Workforce that includes beginning and ending dates of benefits and the amounts received.
  - ✓ Proof of job loss.
  - ✓ If presently working, a letter from your employer and/or most recent pay stub verifying hours per week and salary.
  - ✓ Submit documentation for any untaxed income (social security, child support, etc.).
  
- Divorce, Separation or Marriage:** Since applying for financial aid, a student, spouse, or parent has become divorced or separated. Since applying for financial aid, a student has become married.  
If divorce or separation, please include the date of divorce or separation: **(DO NOT LEAVE BLANK!)** \_\_\_\_\_  
  - ✓ You must submit a copy of the divorce decree or the divorce petition verifying separation.
 If newly married, please include the date of the marriage: **(DO NOT LEAVE BLANK!)** \_\_\_\_\_  
  - ✓ You must submit a copy of the marriage license.
  
- Death:** Since applying for financial aid, a student's spouse or parent has died.  
  - ✓ You must attach a copy of the death certificate.
  
- Disability:** A student, spouse, or parent has experienced unusually high medical expenses due to a disability.  
Please include the date that the disability occurred: **(DO NOT LEAVE BLANK!)** \_\_\_\_\_  
  - ✓ You must attach documents of the disability and include receipts of paid medical payments from the doctor's office. Statements must show name of patient(s), dates of charges, and amount paid by the patient(s).
  
- FAFSA Included an Unusually High Income for Previous Year:** A student, spouse, or parent received an inheritance, social security payment, retirement/ IRA distribution or some other payment that is not available for the current school year.  
  - ✓ You must attach documentation that identifies source of income and how funds were spent or invested and why they are not available as a resource for the upcoming school year.

# 2013 Income Information

**Instructions:**

1. Complete the following table. List all income that you expect to receive from January 1 – December 31, 2013.
2. The list below should include all income earned so far by the student, spouse, and/or parents during 2013 as well as projected income for the remainder of the calendar year.
3. After December 31, 2013, you may be required to submit a copy of your completed 2013 federal tax return.
4. Please complete each section that applies to you and your situation.

<b>Anticipated Annual Income for January 1 – December 31, 2013</b> Please complete each field in this table. If the amount is \$0, then put \$0. <b>Do NOT leave any fields blank!</b>	<b>Student Information</b> This section <b>MUST</b> be completed by the student and student's spouse (if applicable)!	<b>Parent Information</b> This section <b>MUST</b> be completed if the applicant is considered a Dependent Student!
Expected 2013 income earned from work (wages, salaries, tips, net business or farm income, etc.)	Student: \$	Father: \$
	Spouse: \$	Mother: \$
Other taxable income (dividends, interest, pensions, alimony, unemployment compensation, capital gains, etc.)	\$	\$
Social Security benefits	\$	\$
Child Support	\$	\$
Workers Compensation	\$	\$
AFDC/TANF (Welfare Benefits)	\$	\$
Veteran's Non-Educational	\$	\$
Other untaxed income (untaxed pensions, tax deferred pensions, IRA's, and retirement, etc.)	\$	\$
Clergy or military housing, food, or living allowances	\$	\$
Cash or money paid on your behalf	\$	\$
<b>Total Anticipated Income for 2013</b>	<b>\$</b>	<b>\$</b>
Income Exclusions (Education credits, child support paid, work-study, combat pay, etc.)	\$	\$

**Signature Requirements:** The student making application for Special Circumstances must sign below. If the student is married, then his/her spouse must sign below. If the student is considered a Dependent Student, then his/her father and mother must sign below.

**Certification:** By signing below, I certify that all information on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to provide proof of the information that I have reported including but not limited to copies of my 2011 and/or 2012 federal tax returns, W-2 forms and schedules. I also understand that failure to provide any documentation requested will result in denial of this application.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (If applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Date

<b>Financial Aid Office Use Only:</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Old EFC: _____	New EFC: _____
Financial Aid Official _____	Date _____