

Trinity Valley Community College

2008 – 2009 TVCC Special Condition Request

Dear Student:

The Pell Grant is based on your household's income for the previous calendar year. For example, the 2008-2009 grant awards are based on 2007 income. Sometimes households have extenuating circumstances or a reduction in income, which may require adjustments on your application for federal student aid or corrections to your Student Aid Report (if you already applied for the grant).

Some examples of changes in household income that might create special condition adjustments include:

- ❖ Family member now unemployed or now employed with a substantial cut in pay
- ❖ Family member certified as a dislocated worker
- ❖ Recent death or disability (of a primary wage earner)
- ❖ Separation or divorce
- ❖ Loss of untaxed income (SSI, child support, worker's compensation, etc.)
- ❖ Unusual medical or dental expenses you paid during the tax year reported
- ❖ Tuition expenses at private elementary or secondary school

You must submit a copy of the tax return that is required for the reporting year. If you did not and will not file a return, a notarized affidavit will be needed. Other examples of documentation you might be required to submit include:

- ❖ Letter of termination
- ❖ Year-to-date earnings statements (gross earnings, not bring-home)
- ❖ Letters from current employers
- ❖ Separation or divorce court documents
- ❖ Death certificate
- ❖ Notarized affidavit
- ❖ Letters and/or reports from agencies documenting your current financial situation
- ❖ Itemized estimate of expected earnings for the current year (by source & monthly dollar amount)

These are only some circumstances we commonly see. Each situation is different, so it is very important that you contact the Financial Aid Office and discuss your situation so we may assist you in accurately representing and documenting *your* financial situation.

Attached is a copy of the current Special Conditions Form. Trinity Valley must verify and keep on file the adjustments you are requesting. Do not send these items with your grant application for processing. Return the form and all documentation to TVCC.

2008 – 2009
TVCC Special Conditions or Circumstances

Student Name: _____

Student Social Security #: _____

Reason for request:

- Loss of income: family member who recently became unemployed
Date of termination: _____

- Loss of income: family member certified as dislocated worker or disabled
Agency & Representative certifying: _____

- Loss of income: recent separation or divorce from spouse
Date of separation/divorce: _____

- Loss of income: death of family member
Name _____
Date occurred _____ Relationship to student _____

- Unusual medical or dental expenses not covered by insurance & ***paid***

- Tuition expenses at a private elementary or private secondary school

- Other changes in income or assets _____

- Other _____

Attach the following documentation: copy of **2007** income tax return, unemployment documents (letter of termination, unemployment benefits, etc.), court records or separation or divorce decree, letter and reports for government agencies, receipts for payment of private school tuition, receipts for medical payments (not covered by insurance), and documents substantiating any other change in income or assets.

Explanation of circumstances:

Briefly explain what your circumstances are for requesting a change:

Method of calculating income:

Current Monthly Income and Resources (documentation required)

Employment	\$ _____	Social Security	\$ _____	Gifts/Support	\$ _____
Unemployment	\$ _____	Child Support	\$ _____	TANF/AFDC	\$ _____
WIA Benefits	\$ _____	Interest Income	\$ _____	Food Stamps	\$ _____
Veteran's Benefits	\$ _____	Housing Allowance	\$ _____	Food Allowance	\$ _____
Other	\$ _____				
Total \$ _____ X _____ Months = \$ _____					

Calculation Method:

Certification:

If you reside with someone, provide the following information about the person:

Name: _____ Address: _____

Relationship: _____ Length of Residency: _____

All of the information on this form is true and complete. I understand that if all the information requested above is not supplied, no action will be taken on this request. I agree to give proof of the information that I have given on this form. I realize the school cannot process my financial aid if I do not provide required documentation. I also understand that any suspected fraud will be reported to the appropriate authorities and the Office of Inspector General. (Such things as forged, falsified or counterfeit documents, irregular signatures and certifications, false or fictitious names, addresses, or SSNs, consistently misreported information, false claims of dependency and/or paid "kickbacks" to school staff, unreported or misreported receipt of student aid.)

Student Signature: _____ Date: _____

Financial Aid Action:

Approved

Denied

Signature & Date: _____

Comments:
