



**Financial Aid Office**  
**2500 Walton Way**  
**Augusta, Georgia 30904-2200**  
**Phone: (706) 737-1431**  
**Fax: (706) 737-1777**  
**Website: www.aug.edu/financial\_aid**

**2007-2008 SPECIAL CIRCUMSTANCE REQUEST**

**(PLEASE PRINT)**

Name \_\_\_\_\_ ID # \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Please indicate below the nature of your *special circumstance*. The ***only*** cases which will receive special circumstance consideration at Augusta State University are those listed below.

\_\_\_\_ Since applying for federal student aid, a parent or independent student or independent student's spouse's income decreased due to a **non-voluntary** reason which occurred in 2007 (Note: Voluntarily leaving your employment doesn't qualify as a special circumstance.)

\_\_\_\_ Since applying for federal student aid, you or your parent's (if dependent) have legally separated or divorced. The legal separation or divorce occurred on \_\_\_\_\_.

\_\_\_\_ Since applying for federal student aid, a parent or spouse has passed away. The death of your parent or spouse occurred on \_\_\_\_\_.

\_\_\_\_ Since applying for federal student aid, a reporting **error** has been discovered in your or a parent's (if dependent) marital status. You or your parent's were married/remarried at the time your FAFSA was completed, and you need to update the marital status from separated/divorced to married.

\_\_\_\_ Since applying for federal student aid, a reporting **error** has been discovered in your or your parent's (if dependent) marital status. You or your parent's were legally separated or divorced at the time your FAFSA was completed, and you need to update the marital status from married to separated/divorced.

\_\_\_\_ Dependency override based on the allowable independent student criteria. Please refer to the *2007-2008 Documentation Guidelines* for specific requirements related to the independent status.

\_\_\_\_ Other \_\_\_\_\_

<b><u>For Financial Aid Office Use Only:</u></b>	<b>Special Circumstance Request Status</b>	
_____ First Acknowledgment _____	_____ Incomplete _____	_____ Complete _____
_____ Second Acknowledgement _____		_____ Approved _____
_____ Third Acknowledgement _____		_____ EDE Required _____
		_____ Denied _____



**AUGUSTA STATE UNIVERSITY FINANCIAL AID OFFICE  
2007-2008 SPECIAL CIRCUMSTANCE REQUEST  
DOCUMENTATION GUIDELINES**

A 2007-2008 special circumstance is an extenuating situation which occurred in 2007 or 2008. The use of professional judgment to approve a special circumstance request is solely an institutional policy, as such; the decision is at the discretion of the Director of Financial Aid. The ***only*** cases which will receive special circumstance consideration at Augusta State University are those listed below.

If you are requesting special circumstance consideration, the required supporting documentation is not limited to the items listed below. Once the review process occurs, the director may deem it necessary to request additional supporting items that are not part of the items listed below. If this is the case, you will be notified in writing.

***Since applying for federal student aid, you or your spouse or your parent has experienced a loss of income due to a non-voluntary reason which occurred in 2007. (Voluntarily leaving your employment doesn't qualify as a special circumstance.)***

***Submit the following:***

Completed Special Circumstance Request containing a written explanation of the circumstance  
A signed copy of your, your spouse's or your parent's 2006 Federal Income Tax Return  
A signed copy of your, your spouse's or your parent's 2007 Federal Income Tax Return (once filed)  
A copy of your, your spouse's or your parent's separation notice which confirms the last date of employment.

***Since applying for federal student aid, you or your parents (if dependent) have legally separated or divorced.***

***Submit the following:***

Completed Special Circumstance Request containing a written explanation of the circumstance  
A signed copy of your or your parent's 2006 Federal Income Tax Return  
A signed copy of your or your parent's 2007 Federal Income Tax Return (once filed)  
Copy(ies) of your (and spouse's) or your parent's 2006 W-2 Forms  
A copy of your or your parent's legal separation agreement (if applicable)  
A copy of your or your parent's divorce decree (if applicable)

***Since applying for federal student aid, a parent (if dependent) or spouse has passed away.***

***Submit the following:***

Completed Special Circumstance Request containing a written explanation of the circumstance  
A signed copy of your 2006 Federal Income Tax Return (if applicable)  
Copy(ies) of your 2006 W-2 Forms (if applicable)  
A signed copy of your surviving parent's 2006 Income Tax Return (if applicable)  
Copy(ies) of your surviving parent's 2006 W-2 Forms (if applicable)  
A copy of your spouse's or your parent's death certificate

***Since applying for federal student aid, a reporting error has been discovered in your or a parent's (if dependent) marital status. You or your parent's were married/re-married at the time your FAFSA was completed, and there is a need to update the marital status from separated/divorced to married.***

***Submit the following:***

Completed Special Circumstance Request containing a written explanation of the circumstance  
A copy of your or your parent's marriage certificate

**AUGUSTA STATE UNIVERSITY FINANCIAL AID OFFICE  
2007-2008 SPECIAL CIRCUMSTANCE REQUEST  
DOCUMENTATION GUIDLINES**

*Since applying for federal student aid, a reporting error has been discovered in your or a parent's (if dependent) marital status. You or your parent's were legally separated or divorced at the time your FAFSA was completed, and there is a need to update the reported marital status from married to separated/divorced.*

***Submit the following:***

Completed Special Circumstance Request containing a written explanation of circumstance  
A copy of your or your parent's legal separation agreement or divorce decree

***Dependency Override***

An independent student is one who meets one or more of the following criteria:

1. Was born before January 1, 1984 (24 years of age or older)
2. Is a graduate or professional student
3. Is married as of the date of the FAFSA submission
4. Has legal dependents (children or others) other than a spouse
5. Is an orphan or ward of the court or was a ward of the court until the age of 18
6. Is a veteran of the Armed Forces of the United States
7. Has documented **“other unusual circumstances”** that make it inappropriate to expect a parental contribution for the student. These circumstances include: *child abuse, sexual abuse, or parental abandonment.*

If you meet one of the independent definitions described in categories 1 – 6 above, you are independent by definition, and you do not need to submit a special circumstance request. If you have **“other unusual circumstances”** as mentioned in category 7 above, then you may proceed with your special circumstance request and provide written documentation of your status.

If you do not meet either one of the definitions above, you must provide your parental information on the FAFSA prior to submitting it for processing.

The Department of Education has provided institutions with clear guidelines related to professional judgment for dependency overrides. The following circumstances, individually or in combination with one another, **DO NOT QUALIFY** as **“unusual circumstances”**:

- Parents refuse to contribute to the student's education;
- Parents are unwilling to provide information on the FAFSA or for verification;
- Parents do not claim the student as a dependent for income tax purposes; and/or
- Student demonstrates total self-sufficiency.

***Other – The situation will dictate the required documentation and must be determined on the basis of the special circumstance request.***