



**Financial Aid Office**  
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**Augusta, Georgia 30904-2200**  
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**Website: www.aug.edu/financial\_aid**

**2009-2010 SPECIAL CIRCUMSTANCE REQUEST FORM**

**(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 2009. (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 \_\_\_\_\_ (a copy of the legal separation or divorce decree is attached).

\_\_\_\_ Since applying for federal student aid, a parent or spouse has passed away. The death of your parent or spouse occurred on \_\_\_\_\_ (a copy of the death certificate is attached).

\_\_\_\_ 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 (a copy of the marriage certificate is attached).

\_\_\_\_ 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 (a copy of the divorce decree is attached).

\_\_\_\_ Dependency override based on the allowable independent student criteria. Please refer to the *2009-2010 Documentation Guidelines* for specific requirements related to the independent status.

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

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



A 2009-2010 special circumstance is an extenuating situation which occurred in 2009 or 2010. 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. Also, the decision is final and cannot be appealed to the U. S. Department of Education. 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 documents that are not part of the items listed below. If this is the case, you will be notified, in writing, via Email.

***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 2009. (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 2008 Federal Income Tax Return
- A signed copy of your, your spouse's or your parent's 2009 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 2008 Federal Income Tax Return
- A signed copy of your or your parent's 2009 Federal Income Tax Return (once filed)
- Copy(ies) of your (and spouse's) or your parent's 2008 W-2 Forms
- Copy(ies) of your (and spouse's) or your parent's 2009 W-2 Forms (once received)
- 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 2008 Federal Income Tax Return (if applicable)
- Copy(ies) of your 2008 W-2 Forms (if applicable)
- A signed copy of your surviving parent's 2008 Income Tax Return (if applicable)
- Copy(ies) of your surviving parent's 2008 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

***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, 1986 (24 years of age or older)
2. Is married as of the FAFSA submission date
3. Is a graduate or professional student and will be working on a master's or doctorate program in 2009-2010
4. Is currently serving on active duty in the U. S. Armed Forces for purposes other than training
5. Is a veteran of the U. S. Armed Forces
6. Has children who will receive more than half of their support from you between July 1, 2009 and June 30, 2010
7. Has dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now through June 30, 2010
8. Since age 13, both parents were deceased, or you were in foster care or you were a dependent or ward of the court (requires documentation)
9. An emancipated minor as determined by a court of your state of legal residence (requires documentation)
10. You were in legal guardianship as determined by a court of your state of legal residence (requires documentation)
11. On or after July 1, 2008, your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless (requires documentation)
12. On or after July 1, 2008, the director of an emergency shelter or transitional housing program funded by the U. S. Department of Housing and Urban Development determined that you were an unaccompanied youth who was homeless (requires documentation)
13. On or after July 1, 2008, the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless (requires documentation)
14. 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 (requires documentation)

If you meet one of the independent definitions described in categories **1 – 7** above, you are independent by definition, and you do not need to submit a special circumstance request. If you meet one of the independent definitions described in categories **8 – 13** above, you may be considered independent if you are able to document your status; therefore, you may proceed with your special circumstance request and provide written documentation to confirm your status.

If you have "**other unusual circumstances**" as mentioned in category **14** above, and you can document your status, then you may be considered independent if you are able to document your status; therefore, you may proceed with your special circumstance request and provide written documentation to confirm your status.

The Department of Education has provided institutions with clear guidelines related to the use of 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.

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 or receiving Title IV financial aid.

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