

## Appendix N

CCC&TI FINANCIAL AID OFFICE

ADMINISTRATIVE POLICY

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### Special Circumstance

#### Introduction

Income information reported on an application for financial aid reflects income for the tax year previous to the beginning of the application year. However, CCC & TI recognizes that families sometimes suffer changes in available income due to unusual circumstances. Students in certain limited situations will be allowed to request special circumstances of their applications which will use current year income instead of previous tax year income.

#### Principles

Generally, special circumstances will be allowed for applicant students who request such consideration in writing and whose situation falls into one of the categories listed below

For those purposes, “previous tax year” is defined as the year immediately prior to the first year of the application period; e.g., for the 96–97 application years, the previous tax year is 1995. “Current year” is defined as the first year of the application year; e.g., for the 96–97 year, the current year is 1996.

Expenditures made as a matter of choice, e.g., consumer obligations, private school tuition, or expenses related to religious preference will not be considered under the definition of extraordinary expenses for the purposes of this policy.

#### Categories for Special Circumstance

- A. A student, spouse, or parent who earned money in the previous tax year has lost his/her job due to permanent layoffs, or departure from employment to further education and/or a disability or natural disaster that happened in the previous tax year or the current year.

- B. A student, spouse, or parent received unemployment compensation or some untaxed income or benefit in the previous tax year, but has lost that income or benefit for the current year. The source of the income or benefit must have been from a public or private agency, from a company, or from a person because of a court order.
- C. A student who was employed full-time in the previous tax year (at least 35 hours a week for a minimum of 30 weeks) and is no longer employed full-time.
- D. A student's spouse or parent has died since the initial application was filed.
- E. A family has incurred extraordinary expenses which have a negative impact upon its ability to provide the Expected Family Contribution (EFC) as originally calculated. These include, but are not limited to, medical expenses in excess of those considered to be deductible for income tax purposes on Schedule A of an IRS 1040.

### **Procedure**

If a student requests special circumstances through the submission of the "Request for Special Circumstance" form provided by the Financial Aid Office no action will be taken until all documentation has been received. The Director of Financial Aid will review all request and if approved will make all the appropriate data changes on the student's FAFSA to be transmitted to the Central Processing Center for "correction" processing. Aid will be awarded based on the new EFC as generated by the Central Processing Center. The new EFC will be used for all financial aid programs.