

Special Consideration for Reduction in Income 2009 – 2010 Academic Year

**Submission of this form requires an appointment with your Financial Aid Counselor.
To schedule an appointment, call 931-221-7907 or toll-free 877-508-0057**

Name _____ APSU Student ID# _____

Address _____ City/State/Zip _____

Daytime Phone # _____ APSU Email Address _____

SECTION A: REASON FOR SPECIAL CONDITION REQUEST *(Please check all that apply)*

This request will not be considered if supporting documentation is not attached.

- Loss of Employment/Income** – To qualify under this criterion, documentation must be provided verifying that the person's employment status has changed.

Required Documents:

- Letter from all 2009 previous employers on company letterhead stating last date of employment and year to date earnings. (If military, DD214 required).
- Documentation of Unemployment benefits or non-benefits. (Obtained through the Unemployment Office)
- Most recent pay stub(s) – If Independent: Student & Spouse – If Dependant: Student & Parent(s)
- Documentation of any other 2009 expected income
- Effective date of reduction

When change occurred _____ Why change occurred _____

- Divorce or Separation** – Since filing the FAFSA, you/your parent has become divorced or separated.

Required Documents:

- Proof of separation, separation agreement, lease agreement, or letter from attorney, Pastor, Commanding Officer or other professional advisor.
- Divorce decree
- Child Support statement if different from divorce decree
- Most recent current year tax return
- Most recent pay stub(s) – If Independent: Student & Spouse – If Dependant: Student & Custodial Parent(s)

When change occurred _____ Why change occurred _____

- Death of Parent or Spouse** – Since filing the FAFSA, your spouse/your parent has died.

Required Documents:

- Death Certificate
- Insurance Benefits Statement
- Document family income
- Social Security official benefit statement (1099 form)

When change occurred _____ Why change occurred _____

Attach a separate sheet to include additional details you feel would support this request.

Other documentation may be requested once your initial request is reviewed. Be prepared to furnish any other items needed within two weeks of request.

