



## Unusual Circumstances Appeal 2011-2012

Student Name: \_\_\_\_\_ ID # \_\_\_\_\_

Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

**Please do not submit this form unless you have submitted your 2011-2012 Free Application for Federal Student Aid (FAFSA) and have received your award letter.**

Your financial need is determined by the federal government when you complete and submit the FAFSA. Your financial aid award package is based on this information. If you feel you have an unusual circumstance that has recently occurred and therefore was not reflected on the 2011-2012 FAFSA, you may provide our office with a detailed explanation of the situation and the relevant documentation to support your claim. In turn, we will review your documentation and determine if an adjustment to your FAFSA is appropriate. Perry Technical Institute recognizes that special/unusual circumstances may affect a student's eligibility for federal financial aid. Complete all sections and submit it to us **WITH THE APPROPRIATE DOCUMENTATION AS INDICATED.** Decisions are final and based upon your specific documentation.

**Incomplete request forms** will be returned and will not be reviewed until we receive all of the required documentation. Thank you for your careful attention to this requirement.

### PLEASE INDICATE THE UNUSUAL CIRCUMSTANCE(S) YOU WOULD LIKE US TO REVIEW:

Who are the changes for?  Student  Student's Spouse  Student's Mother  Student's Father

\*Name if other than student \_\_\_\_\_ SSN \_\_\_\_\_

#### \_\_\_\_ 1. LOSS OF EMPLOYMENT

\_\_\_\_ termination \_\_\_\_ layoff \_\_\_\_ disability \_\_\_\_ retirement \_\_\_\_ company closing

Currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, where? \_\_\_\_\_

- ◆ Documentation Required (please submit all that apply so that we can best estimate your expected 2011 income):

Last date of employment: \_\_\_\_/\_\_\_\_/\_\_\_\_

(include verification from most recent employer of last date of employment)

Date expected to return to work: \_\_\_\_/\_\_\_\_/\_\_\_\_ (if applicable)

Copy of latest 2011 pay stub(s) showing year-to-date earnings for all employers worked for in 2011 for all members of household – this is necessary to estimate expected income for the entire year. If you only had one employer in 2011 and are still working, bring in your last two paystubs.

Unemployment verification and total unemployment dollars earned in 2011 along with anticipated earnings for the remainder of 2011

Copy of latest federal tax return and all W-2's

#### \_\_\_\_ 2. LOSS OF UNTAXED INCOME OR BENEFIT

\_\_\_\_ Unemployment benefits \_\_\_\_ Child Support \_\_\_\_ Social Security Benefits

\_\_\_\_ Other: (explain) \_\_\_\_\_

- ◆ Documentation Required:

Date benefits ceased: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date benefits would be available again: \_\_\_\_/\_\_\_\_/\_\_\_\_ (if applicable)  
Copy of document indicating the benefits have ceased  
If after 1/1/2012: Copy of 2011 Federal Tax Return and all W-2's

\_\_\_\_ 3. **EXCESSIVE MEDICAL EXPENSES** that are not covered by insurance or any other source

◆ Documentation Required:

Bills related to illness

Insurance coverage related to illness

If after 1/1/2012: Copy of 2011 Federal Tax Return with Schedule A attached (if medical expenses were filed on tax return)

\_\_\_\_ 4. **MARITAL STATUS CHANGE**

\_\_\_\_ divorce \_\_\_\_ death of a spouse/parent

◆ Documentation Required:

Copy of 2010 Federal Tax Return and W-2's

Copy of most recent 2011 pay stub(s)

Copy of completed/signed/filed Divorce decree (if applicable)

Copy of Death Certificate (if applicable)

\_\_\_\_ 5. **OUT OF POCKET EXPENSE** (for tuition only) at private elementary or secondary schools for children.

◆ Documentation Required:

Copy of student account statement showing charges and payments made

If after 1/1/2011: Copy of 2010 Federal Tax Return and all W-2's

\_\_\_\_ 6. **OTHER:** Please write a detailed statement in the space below regarding your circumstances and provide supporting documentation to support your claim.

Documentation such as federal tax returns, w-2's, pay stubs, letters from employers or doctors, state unemployment check-stub or federal social security 1099, etc., which support the basis for your appeal must be submitted.

If you do not submit documentation or leave pertinent sections of this form blank, the form will be returned to you for completion. No review will take place until all documents have been provided to our office.

- ◆ I/we request the financial aid office to consider this Request for Professional Judgment based on these circumstances.
- ◆ I/we certify under penalty of perjury that the information provided on this form and for this Request for Professional Judgment is accurate and complete to the best of my/our knowledge.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Parent/Spouse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form and all required documentation to:** **Perry Technical Institute  
Financial Aid Office  
2011 W Washington Ave  
Yakima, WA 98903**