



2022 – 2023 Special Circumstances Request Form

Student: Last Name _____ First Name _____ M.I. _____ CAC ID # _____

According to Federal regulations, a family's 2020 income is used to assess financial need for the 2022-2023 academic year. If a family's **2022 income** is lower due to special circumstances, a Financial Aid Administrator may be able to use the 2022 years estimated earned income to assess financial need. The CAC Financial Aid Office will be reviewing such requests beginning July 1, 2022. If the information provided results in a change in the type of award(s) a student can receive, their award(s) will be adjusted to reflect that change. If the review does not result in a change, the Financial Aid office will use the income information provided.

Priority Deadline: All documentation must be received in our office prior to **October 31, 2022**, any requests after will require copy of 2022 IRS tax return form.

Please provide the following information regarding reduction in income:

- Attach a letter that explains your need for a Special Circumstances Request**
- Attach 2022 year to date income/resources documentation. Explain how you determined estimated and actual dollar amounts listed on 2nd page. (dollar amounts should match with documents submitted)**
- Submit a completed 2022-2023 Verification Worksheet***
- 2020 Federal Tax Return Transcripts(s), W-2(s) and schedules***

*If you have already been awarded for 2022-2023 academic year and were not selected for verification, we will require that you complete the verification process. This will include submitting the documentation listed above. If, after the verification process has taken place, the financial aid office determines that the award previous to this request was erroneous, the award will be changed. This could result in owing back funds.

Please upload this form and all documentation to the CAC Financial Aid Office through your CAC student portal or email to finaid@centralaz.edu

Payment Options for Fall 2022:

A student who is seeking an income reduction with our office will need to pay up front for Fall 2022 classes, accept the financial aid funds initially offered, or sign up for the payment plan. Once the income reduction has been processed, the financial aid office will retroactively award, assuming all other requirements/deadlines are met.

Certification: I certify that the information provided on this form is true and complete to the best of my knowledge. I agree to provide proof of the information that I have given on the form. I also realize that if I do not provide proof when asked, I may not receive financial aid.

STUDENT'S SIGNATURE

DATE

PARENT'S SIGNATURE

DATE

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

DECREASED INCOME: Please mark the reason(s) that the income will be less in 2022 than in 2020.

- A. Reduction in earnings or loss of other income: This could include a loss of or reduction in employment, child support, or other untaxed income. Specify to whom circumstance pertains: STUDENT/SPOUSE _____ PARENT(S) _____
Date reduction/loss occurred _____________.
- B. Divorce or separation: Since applying for financial aid, student/parents have become divorced or separated. Date of divorce or date of separation _____________. When completing student section below, give YOUR information only. Attach a copy of the court divorce decree or legal separation.
- C. Death of spouse/parent(s): Since applying for financial aid, your spouse/parent(s) has died. Date _____________
Attach a copy of death certificate or obituary.
- D. Disability: Specify whom this circumstance pertains to: STUDENT/SPOUSE _____ PARENT(S) _____
Date of disability _____________. Attach medical documentation of the disability.
- E. One-time income: (i.e. inheritance, moving expense allowance, back year Social Security payments, or lump sum retirement or IRA distribution). Provide documentation, which identifies source of income and how funds were spent or invested.
- F. Other: If you can specifically identify another reasonable circumstance which would substantiate a reduction in income for the **calendar year 2022**. Provide supporting documentation.
- G. Report all income you have actually received from January 1, 2022, through today's date. Then estimate all income you expect to receive through December 31, 2022. If you are married, report your spouse's income as well. Please attach documentation of all income. Documentation can include recent pay stubs with the year-to-date earnings, W-2 forms, a letter from an employer stating your total earnings, an estimate of future income, etc.

STUDENT/SPOUSE SECTION

STUDENT/SPOUSE INCOME FOR JANUARY 1, 2022, TO DECEMBER 31, 2022	"ACTUAL" 01/01/22 -- Today	"ESTIMATED" Today-- 12/31/22	"TOTAL" ACTUAL AND ESTIMATED
2022 income earned from work by student (wages, salaries, tips, net business/farm income)	\$	\$	\$
2022 income earned from work by spouse (wages, salaries, tips, net business/farm income)	\$	\$	\$
Other taxable income (social security benefits, dividends, interest, pensions, alimony, unemployment compensation, capital gains, etc.) LIST SOURCE:	\$	\$	\$
Aid to Families with Dependent Children(AFDC/ADC)	\$	\$	\$
Child support received	\$	\$	\$
Other untaxed income (earned income credit, welfare benefits, and workers compensation, payments to IRA/Keogh, etc.) LIST SOURCE:	\$	\$	\$
TOTAL INCOME	\$	\$	\$

PARENT SECTION

PARENT(S) INCOME FOR JANUARY 1, 2022, TO DECEMBER 31, 2022	"ACTUAL" 01/01/22 -- Today	"ESTIMATED" Today-- 12/31/22	"TOTAL" ACTUAL AND ESTIMATED
2022 income earned from work by Mother (wages, salaries, tips, net business/farm income)	\$	\$	\$
2022 income earned from work by Father (wages, salaries, tips, net business/farm income)	\$	\$	\$
Other taxable income (social security benefits, dividends, interest, pensions, alimony, unemployment compensation, capital gains, etc.) LIST SOURCE:	\$	\$	\$
Aid to Families with Dependent Children (AFDC/ADC)	\$	\$	\$
Child support received	\$	\$	\$
Other untaxed income (earned income credit, welfare benefits, and workers compensation, payments to IRA/Keogh, etc.) LIST SOURCE:	\$	\$	\$
TOTAL INCOME	\$	\$	\$