

**Student's Name:** \_\_\_\_\_ **Bluefield ID #:** \_\_\_\_\_

Please complete both sides of this form and return it with the documentation listed below. In addition, please attach a signed letter of explanation.

**LOSS OF INCOME**
**Please check the appropriate box, complete both sides of this form and submit it with the documentation listed below.**

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- A parent/spouse has been unemployed or unable to work for at least 30 days in 2019, and the lost income is equal to at least 8% of the total family income earned in 2018.

**Submit the following documentation for this circumstance:**

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- A letter from your employer or a copy of the termination which confirms:
- Last date of employment
  - Average number of hours worked per week
  - Number of weeks worked in 2019; and
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- Total wages earned in 2019 (submit last YTD paystub)
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- Certification of Unemployment Benefits, severance pay, and short term / long term disability
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- Copies of parent and student 2018 W2s and signed 2018 federal tax return transcript
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- Copies of 2019 W2s and 2019 federal tax return transcript, if completed

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- There has been a decrease in income since 2018 either due to divorce or death of parent/spouse, or change of job.

**Submit this documentation for this circumstance:**

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- Copies of last pay stub at original rate and first pay stub at current rate
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- Copies of parent/spouse and student 2018 W2s and signed 2018 federal tax returns with schedules
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- Copies of 2019 W2s and 2019 federal tax returns with schedules, if completed
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- Divorce decree or death certificate

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- No longer receiving Social Security Benefits since reported year.

**Submit the following documentation for this circumstance:**

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- Copy of Notice of Termination of Benefits
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- Copies of parent/spouse and student 2018 W2s and signed 2018 federal tax returns with schedules
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- Copies of 2019 W2s and 2019 federal tax returns with schedules, if completed

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- Student married after the 2020-2021 FAFSA had been filed. \*Marriage MUST happen prior to December 31
- <sup>st</sup>
- , 2020

**Submit the following documentation for this circumstance:**

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- Copies of student and spouse 2018 Tax Return Transcript and 2018 W2's
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- Marriage Certificate
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- V1 Verification Worksheet

**HIGH OUT OF POCKET MEDICAL EXPENSES**
**Submit this documentation for high out of pocket medical expenses, if applicable.**

Copies of 2018 W2s and signed 2018 federal tax returns with schedules, including but not limited to Schedule A. If no Schedule A, please submit copies of receipts and an itemized listing of medical/dental/elder care payments made in 2018 and 2019 showing total expenses not covered by insurance.

### 2020-21 Special Conditions Form

**SPECIAL CIRCUMSTANCE**

**DATE THIS HAPPENED**

- Parent has become unemployed  Father  Mother  
 Parent has become unable to work due to a medical condition or disability.  
 Parent's untaxed income or benefits have ended.  
 Parent has a one-time income adjustment  
 Parents divorced or separated  
 Other (explain): \_\_\_\_\_

\_\_\_\_\_  
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**Projected 2020 Annual Income and Benefits**

- Please include yearly amounts and not monthly amounts
- If the unemployed person worked in 2019, you must use the year-to-date gross pay listed on the last paystub.
- If this is regarding a deceased parent/spouse, please indicate the 2018 income for the surviving parent or spouse.

<i>January 1, 2020 - December 31, 2020</i>	<b>Student</b>	<b>Spouse</b>	<b>Father</b>	<b>Mother</b>
Estimated 2019 Work Income				
Estimated 2019 Unemployment Benefits				
Estimated 2019 Untaxed Benefits (e.g. Welfare Benefits, Social Security/SSI Benefits, etc.)				
Estimated 2019 Support from Family or Friends (include even non cash support)				
Estimated 2019 other Taxed Benefits (e.g. pension)				
<b>Total Estimated Income</b>				

**NOTE: If Special Conditions submitted after January 31<sup>st</sup>, 2021, tax transcripts from 2019 are required**

**Explanation of Special Circumstances** (to be completed by parent or independent student): Please provide specific details about the changes in your financial situation since 2018. Include a timeline of any income changes and relevant employer names.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### CERTIFICATION AND SIGNATURES

- Our signatures certify the information reported on this form is accurate to the best of our knowledge.
- If any of our projections change, we will immediately notify the Financial Aid office in writing.
- We understand additional documentation may be requested.
- We will make arrangements to pay our bill on time and not wait for the outcome of this request for additional financial assistance

*Please complete this form in its entirety and submit with all required documentation listed on the first page. The Special Conditions form cannot be reviewed until all required documents are received.*

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

**Parent/Spouse Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_