

2017-2018 Request for Special Circumstance

STUDENT'S LAST NAME

STUDENT'S FIRST NAME

MI

COM ID #

Your financial aid eligibility for 2017-2018 was initially determined based on the information you reported on your FAFSA regarding your 2015 income. However, if you have experienced changes that have created extraordinary circumstances, this process will enable you to request a review of your situation. Expenses for consumer goods and lifestyle choices (such as credit cards or car payments) will not be supported with additional financial aid resources. Our review may result in a change to your EFC and increased eligibility. Any changes to your award will be based on funding available at the time of review, and will retroactively apply to the beginning of the school year (if applicable). It is the Enrollment Services Administrator's determination to deny or approve, and a special circumstances cannot be appealed.

For Special Circumstance requests, you must provide a copy of your most recent to date paystub! The Deadline to submit a Special Circumstance is May 4, 2018.

AN INCOMPLETE REQUEST FOR SPECIAL CIRCUMSTANCE WILL BE RETURNED TO YOU UNPROCESSED. DO NOT SUBMIT DOCUMENTS SEPARATELY.

1. Complete the "Request for Special Circumstance" only if your or your parents(s) income will be less in 2017 than 2015. Do not make a request for a situation that has not already happened.
2. Attach required documentation when submitting your request. If your parents are separated or divorced and living in separate households, include only your custodial parent's income information. If the loss of income is due to the death of your parent, include only your surviving parent's income information. If you are not an orphan, contact the Enrollment Services Office immediately to revise your status. Please note that with either case a copy of the death certificate(s) will be required.
3. Request for Special Circumstance will take an average of 3-4 weeks for processing. You will be notified of the results on your MyCOM.

EXPLANATION OF INCOME REDUCTION (REQUIRED)

Please **explain in detail** the **reason(s) for your request** and the effective date of change. Be specific about circumstances regarding your income reduction. Please attach additional sheets if necessary.

CURRENT INCOME VERIFICATION DOCUMENTS

Not all of the documents listed may apply to your situation. However, you must provide adequate documentation to support your request so that the Enrollment Services Office can make a determination concerning your situation. If you do not provide sufficient information to support your request, your request may be denied or it may be returned to you unprocessed.

- A copy of your most recent paystub
- Letters stating Lay-off, Resignation, or Reduction in work hours. Copy of Severance pay received.
- Agency statements of 2017 year-to-date benefits received for social security, retirement, disability, worker's compensation, unemployment, etc.
- Divorce agreement designating family and child support, statement from the county Family Support Office, or signed statement from the person paying the support, to verify 2017 child support that has been received.
- Denial of Benefits Letter
- Any other documents to clarify your situation

Deadline for submitting a Special Circumstance: May 4, 2018

CERTIFICATION

I/WE CERTIFY that the information on this form is true and correct to the best of my knowledge. I/we understand that if the information I/we have provided is incomplete or false, financial aid could be delayed or denied. I/we have read and understand the Financial Aid Academic Progress Policy. I/we authorize College of Marin to apply financial aid funds to other charges, and understand that this authorization is valid while attending College of Marin and may be rescinded in writing at any time. I/we authorize the Enrollment Services office to contact my instructors, other college departments, and related agencies to exchange information concerning my financial aid eligibility and/or academic progress. I/we promise to notify the Enrollment Services Office immediately if I/we receive financial assistance from any source other than College of Marin during this academic year.

Attn: You may submit your Special Circumstance packet in person at the IVC or Kentfield Campus, provided ALL required documents are attached.

FOR OFFICE USE ONLY

Date received _____ Staff Initial _____

Before Approval: EFC= _____ Trans. # _____ / After Approval: EFC= _____ Trans. # _____

Approved Denied Initial: _____ Date: _____