



OFFICE OF FINANCIAL AID
16300 OLD EMMITSBURG ROAD
EMMITSBURG, MARYLAND 21727

301.447.5207
FAX: 301.447.5915
finaid@msmary.edu

Financial Aid Special Condition Worksheet (2012-13)

INSTRUCTIONS: When completing financial aid applications for the 2012-13 academic year, a family is asked to provide actual 2011 taxable and non-taxable income. A family who expects its 2012 income to be less than it reported on the FAFSA should complete the form below and submit it to the Mount St. Mary's University Financial Aid Office. Please note that in cases where the loss of income is due to a parent's unemployment, no action will be taken by the Financial Aid Office until the parent has been unemployed for at least eight weeks.

Student's Name (please print)

Social Security Number

Check all boxes below that apply to your request for special condition.

Individual with special condition (if both parents are applying for consideration, please complete a separate worksheet for each):

- student mother/stepmother father/stepfather
- Loss of income from work: Period of unemployment from _____ to _____
- Due to:
 - Layoff—Provide a letter from employer stating effective date and anticipated return.
 - Termination—Provide a letter from employer stating effective date. If not available, provide documentation from local unemployment office.
 - Disability—Date of disability (mm/dd/yyyy) _____. Attach documentation of the disability.
 - Other – Please specify and provide appropriate documentation. _____
- Loss of untaxed income:
- Social Security—Provide Social Security Administration notification of termination of benefits and letter of explanation.
 - Child Support—Provide a notarized letter or court document stating termination of benefits and letter of explanation.
 - Worker's Compensation—Provide a letter from the Bureau of Worker's Compensation stating termination date.
 - Other—Please specify and provide documentation.
- Divorce—You have divorced since your initial application for financial aid. Date of divorce: _____
- Please provide court documentation of the Divorce proceedings.
- Separation—You have separated from your spouse since your initial application for financial aid.
- Date of separation: _____
 - Please provide legal documentation of the separation. If this is not available, you will need to provide a copy of a notarized letter from the father and the mother indicating their places of residence as well as a W-2 form from each parent.

CONTINUED ON THE BACK

Section A: Report all income you received from January 1, 2012 through today. Then estimate all income you expect to receive through the end of the year—December 31, 2012.

Affected Student/Parent Income for 1/1/2012 through 12/31/2012	Actual (1/1/2012 to Present)	Estimated (present to 12/31/2012)	Total
Affected student/parent expected 2012 income earned from work (wages, salaries, tips, net business/farm income) PLEASE ATTACH DOCUMENTATION			
Other taxable income (unemployment compensation, dividends, interest, pensions, annuities, alimony, capital gains, etc.). List and identify each source separately.			
Taxable social security benefits			
Welfare benefits, including TANF. Don't include food stamps.			
Child Support Received			
Other Untaxed Income (earned income credit, workers compensation, payments to IRA/Keogh, etc.) SOURCE:			
Total Income for 2012			

Section B: Please summarize your special condition below. An explanation is required so this section should not be blank. If you need additional space, please attach a letter to this form.

Section C: Signatures

By signing below, I certify that the information reported on this form is true and accurate to the best of my knowledge. **I understand that if at any time the estimates I provided for 2012 become invalid, I will contact the Financial Aid Office as soon as I become aware of the discrepancies.** Furthermore, I am aware that I may be asked to provide additional, supporting documentation, including my 2011 tax return when it is completed and that any corrections that are made to the above information may result in a change to my financial aid award.

Father/Stepfather: _____ Date _____ Mother/Stepmother: _____ Date _____

Student: _____ Date _____

Best phone # to contact **student**: _____

Best phone # and email to contact **parent/stepparent**: _____