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

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.

<table>
<thead>
<tr>
<th>Affected Student/Parent Income for 1/1/2012 through 12/31/2012</th>
<th>Actual (1/1/2012 to Present)</th>
<th>Estimated (present to 12/31/2012)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affected student/parent expected 2012 income earned from work (wages, salaries, tips, net business/farm income) PLEASE ATTACH DOCUMENTATION</td>
<td></td>
<td></td>
<td>1.</td>
</tr>
<tr>
<td>Other taxable income (unemployment compensation, dividends, interest, pensions, annuities, alimony, capital gains, etc.). List and identify each source separately.</td>
<td></td>
<td></td>
<td>2.</td>
</tr>
<tr>
<td>Taxable social security benefits</td>
<td></td>
<td></td>
<td>3.</td>
</tr>
<tr>
<td>Welfare benefits, including TANF. Don’t include food stamps.</td>
<td></td>
<td></td>
<td>4.</td>
</tr>
<tr>
<td>Child Support Received</td>
<td></td>
<td></td>
<td>5.</td>
</tr>
<tr>
<td>Other Untaxed Income (earned income credit, workers compensation, payments to IRA/Keogh, etc.) SOURCE:</td>
<td></td>
<td></td>
<td>6.</td>
</tr>
<tr>
<td><strong>Total 2012 for affected student/parent (sum of rows 1-6)</strong></td>
<td>XXXXXXX</td>
<td>XXXXXXX</td>
<td>7.</td>
</tr>
<tr>
<td><strong>Estimated income for 2012 for SPOUSE (if applicable)</strong></td>
<td>XXXXXXX</td>
<td>XXXXXXX</td>
<td>8.</td>
</tr>
<tr>
<td><strong>Total ESTIMATED 2012 income (sum of rows 7-8)</strong></td>
<td>XXXXXXX</td>
<td>XXXXXXX</td>
<td>9.</td>
</tr>
</tbody>
</table>

**Section B:** Please summarize your special condition below:

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: ____________________________________  Mother/Stepmother: ____________________________________

Date  Date

Student: ____________________________________

Date

Best phone # to contact student: ____________________________

Date

Best phone # and email to contact parent/stepparent: ____________________________