If you or your family’s financial situation has changed since 2014, please use this form to document any special conditions you may have. The Jefferson Community College Financial Aid Office will review this form to determine if a change in your financial aid needs to be made. Our office will notify you of our decision. Please note: The Financial Office’s authority to make changes is limited. We also reserve the right to deny an appeal for special consideration and/or request additional documentation based on the information provided on this form. Application should be submitted a minimum of 8 weeks before the semester begins. The student must file the 2015-2016 Free Application for Federal Student Aid (FAFSA) before submitting this application for consideration.

Student’s Name _______________________________________________________________________
Student ID: J ________________________________ Date of Application ______________________

PART 1: You are applying for a Special Condition due to one of the following reasons. Please check the following circumstance(s), which best describe your family’s financial situation. Indicate the date when the change occurred and provide supporting documentation. Also, in numbers 1, 2, or 4, designate whose situation has changed (i.e., father, mother, self, or spouse).

Date of change: __________________________

1) ________ Unemployment or change in employment (Whom: ______________________)
2) ________ Death of parent or spouse. (Whom: ______________________)
3) ________ Divorce/separation. (Provide earlier date: ______________________)
4) ________ Disability of parent or student/spouse. (Whom: ______________________)
5) ________ One time income benefit (What is the one time benefit you wish to have excluded? __________)
6) ________ Medical Expenses. Please list: ____________________________________________________
7) ________ Other. Please explain: _________________________________________________________

Before an adjustment can be made to your status you must provide complete information regarding your financial estimates for the period January 1, 2015 to December 31, 2015 on the reverse side of this form.

Dependent Students: Provide financial estimates for yourself and your parents. If your parents are separated or divorced give only information of the custodial parent. If the loss of income was due to the death of your parent, give only information regarding your surviving parent.

Independent Students: Provide financial estimates for you and your spouse. If you are divorced or separated, give only your information. If the loss of income was due to the death of your spouse, provide only your information in the estimates.

Please complete the income questions and the certification on the reverse side and attach appropriate documentation (see attached). This form may be returned to you if you do not provide detailed information. When completed please return this form, IRS Transcripts of 2014 Federal tax returns and W-2 forms for all individuals (parent(s), self, and/or spouse) and the 2015-16 Verification Worksheet to:

Financial Services & Student Records
Jefferson Community College
1220 Coffeen Street
Watertown, New York 13601
Part II: Please estimate the expected income between January 1, 2015 and December 31, 2015.

<table>
<thead>
<tr>
<th>ANTICIPATED INCOME FOR 1/15 TO 12/15</th>
<th>FATHER</th>
<th>MOTHER</th>
<th>STUDENT</th>
<th>SPOUSE</th>
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</thead>
<tbody>
<tr>
<td>Wages, salaries, tips (including disability Payments and any income from work)</td>
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<tr>
<td>Other taxable income:</td>
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<tr>
<td>Interest/dividend income</td>
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<tr>
<td>Unemployment compensation</td>
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<tr>
<td>Pension</td>
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<tr>
<td>Alimony</td>
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<tr>
<td>Social Security income</td>
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</tr>
<tr>
<td>Other Taxable Income, specify:</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Untaxed Social Security income</td>
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<tr>
<td>AFDC/ADC or TANF</td>
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<tr>
<td>Child Support received</td>
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<tr>
<td>Worker’s Compensation</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Disability Benefits</td>
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<tr>
<td>Veteran’s Non-education Benefits</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Other untaxed income, please specify:</td>
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</tbody>
</table>

Estimate as closely as you can the total amount expected to be received from each source in 2015. Give annual amounts only. NOTE: If income will not be received in 2015 from any of the sources listed, please enter a zero.

PART III: CERTIFICATION

All of the information on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to give proof of the information that I have given on this form. I realize that this proof may include a copy of my federal income tax return. I also realize that if I do not give proof when asked, the student’s financial aid may not be processed.

Student’s Signature ___________________________ Date: __________________________

Spouse’s Signature ___________________________ Date: __________________________

Parent’s Signature ___________________________ Date: __________________________

Please Note:
Dependent students must have a parental signature.
Independent students must have spouse’s signature if married.
SPECIAL CONDITIONS 2015-2016

REASON

1. Unemployment or Change in Employment
   - Unemployment Benefits Statement.
   - Most recent pay stub.

2. Separation or Divorce (must be separated for at least 3 months)
   - Legal separation or divorce paper or a document (lease, utility bill, etc.) showing separate residence.

3. Medical Expenses
   - Proper documentation of expenses (hospital invoices, doctors’ bills, etc.) along with a signed summary of all expenses paid for by the student (or parents).

4. One Time Income Benefit
   - Signed letter explaining the benefit and what the income was used for.

5. Death of a Parent or Spouse
   - Obituary or any related document.

6. Disability
   - Physician’s letter indicating the date and the extent of the disability.

7. Other
   - Supporting documentation.

In order to be evaluated for Special Conditions, the following verification items must be submitted in addition to the required documentation listed above.

- Student/Spouse and/or Parents 2014 Federal IRS Tax Transcript*
- Student/Spouse and/or Parents 2014 W2’s (wage & earnings statements)
- 2015-2016 Verification Worksheet

*Please Note: Only Tax Transcripts requested directly from the IRS can be accepted. Copies of tax returns can no longer be used.