

**NORTH CENTRAL MICHIGAN COLLEGE  
FINANCIAL AID OFFICE**

**SPECIAL CIRCUMSTANCES FORM  
2022 - 2023**

**Student's Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_

The Special Circumstances Form is used on a case-by-case basis when there has been **involuntary**, permanent income changes, unusual expenses, or changes in personal circumstances that occurred in the past year. The special circumstances can be re-evaluated for both a dependent or independent student and, also, for a dependent student's parents. This may include:

- loss of employment / retirement
- death / disability
- loss of untaxed income, other income, or benefit
- unusual expenses
- expense greater the Cost of Attendance (COA) Budget allows

This form requests information needed to re-evaluate your financial situation. This re-evaluation is not an assurance that you will qualify for aid, or if already eligible, will qualify for additional aid. Furthermore, any new award amount would be contingent upon the availability of funds at the time this re-evaluation is made.

Complete the appropriate section or sections below - Student or Parent (of dependent student only). Do not forget to attach supporting documentation and sign the appropriate section or sections. The completed form and required documentation are to be submitted to Financial Aid.

## **Estimated Income STUDENT:**

1. Complete the section below for yourself and your SPOUSE, if you are married.
2. Submit documentation to verify the circumstance and all income for 2021 and 2022.
3. **Sign and date** the certification section and return to the Financial Aid Office.

### **Documentation to be submitted with form (copies please):**

1. Request from you explaining how your situation/income changed and Required Documentation
  - Example: Legal documents verifying separation or divorce, Disability documentation, death certificate/obituary since 2020 tax year, Documentation of last date or change in untaxed income, etc.
2. Last pay stub from employer showing earnings to date if from 2022
3. Earnings expected for remainder of 2022.
  - Example: most recent pay stub from new employment, unemployment award letter, or proof of other income expected.
4. 2021 signed tax return with all W-2s

### **STUDENT (and SPOUSE, if applicable) ESTIMATE OF 2022 INCOME**

Employment income (student)	\$ _____
Employment income (spouse)	\$ _____
Unemployment compensation	\$ _____
Alimony	\$ _____
Pension benefits	\$ _____
Social Security benefits for all family members	\$ _____

Child Support	\$ _____
Disability benefits	\$ _____
Workmen's Compensation	\$ _____
Life insurance proceeds	\$ _____
Other income (please list)	\$ _____
_____	\$ _____
Total Estimated 2022 Income	\$ _____

**STUDENT CERTIFICATION:**

All of the information on this form is true and complete to the best of my/our knowledge. I/we understand I/we may be asked for additional documentation. I/we realize that if I/we do not provide the required documentation when requested, the student may be denied aid.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Student's Signature Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Spouse's Signature Date

**Estimated Income PARENT(S):**

1. PARENTS OF DEPENDENT STUDENTS complete the section below.
2. Submit documentation to verify the circumstance and all income for 2021 and 2022.
3. **Sign and date** the certification section and return to the Financial Aid Office.

**PARENT(S) ESTIMATE OF 2022 INCOME**

Employment income (mother)	\$ _____
Employment income (father)	\$ _____
Unemployment compensation	\$ _____
Alimony	\$ _____
Pension benefits	\$ _____
Social Security benefits for all family members	\$ _____
Child Support	\$ _____
Disability benefits	\$ _____
Workmen's Compensation	\$ _____
Life insurance proceeds	\$ _____
Other income (please list)	\$ _____
_____	\$ _____
Total Estimated 2022 Income	\$ _____

**PARENT(S) CERTIFICATION:**

All of the information on this form is true and complete to the best of my/our knowledge. I/we understand I/we may be asked for additional documentation. I/we realize that if I/we do not provide the required documentation when requested, the student may be denied aid.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Father's (Stepfather's) Signature Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Mother's (Stepmother's) Signature Date

# **Cost of Attendance:**

- 1. Please Indicate which area your costs exceed your Cost of attendance budget
- 2. **Sign and date** the certification section and return to the Financial Aid Office.

**Documentation to be submitted with form (copies please) examples include:**

- 1. Tuition and Fees: receipt(s) from MCO courses
- 2. Books and Supplies: receipts for purchases of course/program material
- 3. Transportation: car repairs and fuel receipts
- 4. Room & Board: rent/grocery receipts for yourself only
- 5. Personal Expenses: receipts for purchase of personal items, clothing, laundry, etc.

**Cost of Attendance amount you have spent**

Tuition and Fees	\$ _____
Books and Supplies	\$ _____
Transportation	\$ _____
Room & Board	\$ _____
Personal Expenses	\$ _____

**STUDENT CERTIFICATION:**

All of the information on this form is true and complete to the best of my/our knowledge. I/we understand I/we may be asked for additional documentation. I/we realize that if I/we do not provide the required documentation when requested, the student may be denied aid.

_____	/	/
Student's Signature		Date

\_\_\_\_\_

Return form to: The Financial Aid Office Located in the Borra Learning Center  
Email: [financialaid@ncmich.edu](mailto:financialaid@ncmich.edu) Phone: 231-348-6698