



Office of Student Financial Aid
802 Grand Avenue
Glenwood Springs, CO 81601
Fax: 970.947.8318

**SPECIAL CIRCUMSTANCES FORM
2013-2014**

Student Name _____ Student ID _____

Mailing Address _____

CMC Email Address: _____@mail.coloradomtn.edu

You will be contacted via your CMC student email if any further information is required

If you have unusual circumstances that prevent information reported on your Federal Application for Federal Student Aid (FAFSA) from reflecting your true circumstances and ability to pay for higher education expenses for yourself, your dependent student, or your spouse, please complete this form and return to the financial aid office (fax 970-947-8318.) If you are an independent student, you must submit information pertaining to yourself and your spouse. If you are a dependent student, you must submit information pertaining to yourself and your parents.

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY, AND SUBMIT ALL REQUESTED DOCUMENTATION. AN INCOMPLETE FORM WILL NOT BE REVIEWED. A FORM WITHOUT ALL REQUESTED DOCUMENTATION WILL NOT BE REVIEWED.

Special circumstances can include such life events as loss of a job or other significant reduction of income, unusually high medical and dental expenses, divorce and/or separation of student and spouse or parent and spouse, etc.

If your special circumstance involves reduction or loss of income in any way, please use the IRS Data Retrieval Tool (DRT) available in the FAFSA completion process;

I have used the IRS DRT when completing the FAFSA. _____ (Check if yes)

OR Submit an IRS tax transcript for 2012. (See instructions to obtain an IRS Tax Transcript.)

To obtain a **2012 IRS Tax Return Transcript**, go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security Number and date of birth of the first person listed on the 2012 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2012 IRS income tax return). In most cases, for electronic filers, a **2012 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2012 IRS income tax return has been accepted by the IRS. Generally, for filers of 2012 paper IRS income tax returns, the **2012 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2012 paper IRS income tax return has been received by the IRS.

If the parents filed separate 2012 IRS income tax returns, **2012 IRS Tax Return Transcripts** must be provided for both.

AND

Submit the worksheet attached regarding income for the 2013 year.

All documentation must accompany this form for consideration. If the reduction of income is due to separation or divorce, you must indicate such on the worksheet AND submit IRS tax transcripts for both parties for 2012, if filed separately.

If your special circumstances involve unusually high medical/dental expenses for 2012, please stop and read the information here before proceeding.

Unusual Medical/Dental Expenses

Medical/Dental expenses up to 11% of the family's income are already accounted for in the formula that determines a student's "need." Therefore, only the portion of such expenses that exceed 11% would be considered "unusual" and considered for this purpose.

IF your circumstances meet this criteria, you must either submit an IRS Tax Transcript (discussed above) along with the Schedule A from your filed tax return showing itemized medical/dental expenses, **OR** submit copies of all medical/dental receipts (that would be acceptable to the IRS on Schedule A) to the financial aid office (fax 970-947-8318.) Such documentation **MUST** accompany this form for consideration.

INCOME REDUCTION OR NON-RECURRING INCOME

1.	Will you or your parents' income be significantly less in 2013 than in 2012? Yes _____ No _____	
2.	If you answered "yes" to number 1, check the appropriate reason below and explain, giving the date of the change in your situation:	
a.	Divorce or separation	b. Death of a parent
c.	Disability of student or parent	
d.	One-time income (e.g., inheritance, moving expense allowance, back-year social security payment, IRA, etc.)	
e.	Loss of or significant reduction in employment	
	Date of the occurrence:	
3.	If 2(d) is checked, on another sheet of paper, please identify: the source of income; the amount; how the funds were spent or invested; and submit documentation. If 2(e) is checked due to loss of employment, please provide a copy of the separation agreement/termination notice from your previous employer as well as a current statement of unemployment benefits and determination.	
4.	If 2(a), 2(b), 2(c), 2(d), or 2(e) is checked, provide the following information for 2013:	
	Wages, salaries, tips, (including severance pay, disability payments and any income from work.	\$
	Other taxable income	\$
	Child support to be received and/or alimony from divorce/separation	\$
	Other untaxed income	\$
	TOTAL anticipated income for 2013	\$

WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail or both.

By signing this worksheet, I (we) certify that all information reported to qualify for student aid is complete & correct.

Student's Signature

Date

Spouse's Signature (if married)

Date

Mother/Stepmother's Signature (if dependent)

Date

Father/Stepfather's Signature (if dependent)

Date