The Higher Education Act provides authority for the financial aid administrator to exercise discretion in a number area based on special circumstances. Special circumstance is the ability of a financial aid administrator to review a student’s financial aid based on unusual circumstances. These special circumstances are conditions that differentiate an individual student from a class of students rather than conditions that exist across a class of students.

You must complete Step One and Step Two.

**STEP ONE**

**Unemployment or Change of Employment Status:**

Check the Appropriate Line:

___ Student  ___ Spouse  ___ Father  ___ Mother

Documents Required:

- Letter from previous and or current employer *(on company letterhead)* stating:
  - Last date of employment
  - Reason for unemployment
  - 2014 earnings up to the last date of employment
  - 2015 earnings up to the last date of employment
  - Statement from Unemployment Office regarding Unemployment Benefits
  - Retirement Pay statement

**NOTE:** You must be unemployed for at least eleven (11) weeks.

**Divorce/Legal Separation:**

___ Student/Spouse  ___ Father/Mother

Documents Required:

- A copy of the divorce decree OR a letter from the attorney verifying the separation date.
- 2014 W-2’s and 2014 federal tax return for student or supporting parent.
Death

___ Spouse ___ Father ___ Mother

Documents Required:
  o A copy of the death certificate and obituary.
  o 2014 W-2’s and 2014 federal tax return of student or surviving parent.

Disability

___ Student ___ Spouse ___ Father ___ Mother

Documents Required:
  o A letter from the physician stating the nature and date of the disability.
  o Documents supporting Social Security benefits expected in 2015.

Loss of benefits and or untaxed income

___ Student ___ Spouse ___ Father ___ Mother

Documents Required:
  o Documentation certifying loss of a benefit or untaxed income.

One-time income (examples: inheritance, IRA distribution, retroactive lump sum Social Security payments).

___ Student ___ Spouse ___ Father ___ Mother

Documents Required:
  o Documentation of one-time income including amount and type

STEP TWO

Estimated income for the 2015 calendar year January 1 through December 31, 2015

Note: Write in zero (0) if any item does not apply

Taxable Income

___ Student ___ Spouse ___ Father ___ Mother

Person Affected: ________________   Person Affected: ________________

<table>
<thead>
<tr>
<th></th>
<th>Student</th>
<th>Spouse</th>
<th>Father</th>
<th>Mother</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>$_____</td>
<td>$_____</td>
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<tr>
<td>Unemployment benefits</td>
<td>$_____</td>
<td>$_____</td>
<td></td>
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<tr>
<td>Pensions</td>
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<tr>
<td>Alimony</td>
<td>$_____</td>
<td>$_____</td>
<td></td>
<td></td>
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<tr>
<td>Other taxable income</td>
<td>$_____</td>
<td>$_____</td>
<td></td>
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</tbody>
</table>
**Please note: This process does not guarantee financial aid eligibility**

Office of Student Financial Services  
Lawson State Community College  

<table>
<thead>
<tr>
<th>Nontaxable Income</th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Social Security</td>
<td>$_____</td>
<td>$_____</td>
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<tr>
<td>TANF</td>
<td>$_____</td>
<td>$_____</td>
</tr>
<tr>
<td>Child Support</td>
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<td>$_____</td>
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<tr>
<td>Untaxed income</td>
<td>$_____</td>
<td>$_____</td>
</tr>
<tr>
<td>Current Cash and Savings</td>
<td>$_____</td>
<td>$_____</td>
</tr>
</tbody>
</table>

Parent Signature (for dependent student only)  
Date

Parent Signature (Both signatures required if married)  
Date

Student Signature  
Date

Spouse Signature  
Date

Bessemer Campus  
1100 9th Avenue SW  
Bessemer, AL 35022  

Birmingham Campus  
3060 Wilson Road SW  
Birmingham, AL 35221  

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