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
- 2017 earnings up to the last date of employment
- 2018 earnings up to the last date of employment
- 2019 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.
- 2017 W-2’s and 2017 federal tax return for student or supporting parents.
- 2018 W-2’s and 2018 federal tax return for student or supporting parents.
Death

___ Spouse ___ Father ___ Mother

Documents Required:
- A copy of the death certificate and obituary.
- 2017 W-2’s and 2017 federal tax return of student or surviving parent.

Disability

___ Student ___ Spouse ___ Father ___ Mother

Documents Required:
- A letter from the physician stating the nature and date of the disability.

Loss of benefits and or untaxed income

___ Student ___ Spouse ___ Father ___ Mother

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

STEP TWO
Estimated income for the 2019 calendar year January 1 through December 31, 2019

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

Taxable Income

___ Student ___ Spouse ___ Father ___ Mother

Person Affected: ________________ Person Affected: ________________

Wages $_____       $_____       $_____       $_____       $_____       $_____       $_____       $_____
**Nontaxable Income**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security</td>
<td>$_____</td>
<td>$_____</td>
</tr>
<tr>
<td>TANF</td>
<td>$_____</td>
<td>$_____</td>
</tr>
<tr>
<td>Child Support</td>
<td>$_____</td>
<td>$_____</td>
</tr>
<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

**PLEASE NOTE:  THIS PROCESS DOES NOT GUARANTEE FINANCIAL AID ELIGIBILITY**

Office of Student Financial Services  
Lawson State Community College

Bessemer Campus  
1100 9th Avenue SW  
Bessemer, AL 35022

Birmingham Campus  
3060 Wilson Road SW  
Birmingham, AL 35221

**FAXED COPIES WILL NOT BE ACCEPTED**