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
  - 2018 earnings up to the last date of employment
  - 2019 earnings up to the last date of employment
  - 2020 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.
- 2018 W-2’s and 2018 federal tax return for student or supporting parents.
- 2019 W-2’s and 2019 federal tax return for student or supporting parents.
Death

___ Spouse  ___ Father  ___ Mother

Documents Required:
  o A copy of the death certificate and obituary.
  o 2018 W-2’s and 2018 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.

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 2020 calendar year January 1 through December 31, 2020

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

Taxable Income

___ Student  ___ Spouse  ___ Father  ___ Mother

Person Affected: ___________________   Person Affected: ___________________

Wages         $____          $____
Unemployment benefits $____          $____
Pensions      $____          $____
Alimony       $____          $____
Other taxable income $____          $____
### Nontaxable Income

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount 1</th>
<th>Amount 2</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

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