



## 2016-17 Special Circumstance Application

Student Last Name	First Name	BRCC ID#	
Student Address	City	ST	Zip
Home Telephone #	Email Address		

If the Special Circumstance Application indicates adjustments can be made, I authorize Blue Ridge Community College to make these changes electronically on my behalf.

Student Signature	Date	Parent Signature (Required for Dependent Students)	Date
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You have indicated that there are circumstances that may affect the results of your Free Application for Federal Student Aid (FAFSA). Please indicate the type of special circumstance that applies to you and your family and submit all the required documentation listed below. You will be notified after your information has been reviewed.

\_\_\_ 1. **Unemployment/Loss of Income**    \_\_\_ Student    \_\_\_ Mother    \_\_\_ Father    \_\_\_ Spouse

Period of unemployment \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_.

\_\_\_ Layoff: Provide letter from employer or unemployment commission stating effective date.

\_\_\_ Termination: Provide letter from employer or unemployment commission stating effective date.

**Documents Required:**

Copy of 2015 Federal Tax Return, including all W-2s

Verification of 2016 earnings up to the date of last employment (including severance pay)

Statement from Employment Security Office of expected 2016 unemployment benefits (if applicable)

Completed Estimated Income Table for 2016 (on reverse side)

Retirement pay statement for 2016 (if applicable)

Business Balance Sheet & Statement of Owner's Equity (if applicable)

\_\_\_ 2. **Loss of benefits and/or untaxed income**

**Documents Required:**

Documentation certifying loss of a benefit or untaxed income.

1. Child Support: Provide court document or personal statement re: termination of benefits

2. Worker's Compensation: Provide a letter from Bureau of Worker's Compensation stating termination date of benefits

\_\_\_ 3. **Death of parent or spouse (after FAFSA was completed):** \_\_\_ Mother \_\_\_ Father \_\_\_ Spouse

**Documents Required:**

A copy of the death certificate

2015 Federal Income Tax Return & all W-2 Forms for student and parent (if dependent student)

