

**BETHEL COLLEGE**  
**2009-10 SPECIAL CIRCUMSTANCES FORM**

***DEPENDENT***

Student \_\_\_\_\_

SSN: \_\_\_\_\_

You may request a recalculation of your financial aid if you meet one of the following conditions. Check the conditions that apply and submit all of the following requested:

- A) Special Circumstances Form
- B) A descriptive, detailed letter of the circumstances and
- C) The documentation for each situation (on back)

1. \_\_\_ I worked full-time in 2008 (at least 35 hrs. per week) for at least 30 weeks, and am no longer working full-time.
2. \_\_\_ My parent(s) earned money in 2008, but has been unemployed for at least 10 weeks in 2009.
3. \_\_\_ I or my parent(s) earned money in 2008, but have not been able to earn money in the usual way for at least 10 weeks in 2009 due to a disability or natural disaster that happened in 2008 or 2009.
4. \_\_\_ I or my parent(s) received unemployment compensation or some untaxed income/benefit in 2008 from an agency, company or by court order but have completely lost that income/benefit for at least 10 weeks in 2009.
5. \_\_\_ Since completing the 2009-10 FAFSA, my parents have become separated or divorced, or my parent(s) has died.
6. \_\_\_ Due to other unusual circumstances, my family income will be significantly less in 2009 than it was in 2008.

**>>>Complete the table below with your projected 2009 income and current family information <<<**

Student's estimated income for the period January 1 to December 31, 2009 \$ \_\_\_\_\_

Parent(s) estimated income for the period January 1 to December 31, 2009 \$ \_\_\_\_\_

Other Income: Source \_\_\_\_\_ \$ \_\_\_\_\_

**NOTE:** Other income includes AFDC, Child Support, Unemployment, Social Security

Cash / Savings / Checking Account(s) Value \$ \_\_\_\_\_

Number of Family members in student's household # \_\_\_\_\_

Family members in college at least 1/2 time in 2009-10

Name \_\_\_\_\_ College Attending \_\_\_\_\_

Name \_\_\_\_\_ College Attending \_\_\_\_\_

**Certification Statement:** I understand that if I knowingly make a false statement or misrepresentation, further financial assistance may be denied and repayment of current assistance may be required. I certify that all information submitted with this request is true and complete to the best of my knowledge. If asked, I agree to provide any documentation requested by the Financial Aid Office to prove the accuracy of this information.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Return to: Bethel College Office of Student Financial Services  
1001 Bethel Circle  
Mishawaka, IN 46545 Fax (574) 807-7122

## **REQUIRED DOCUMENTATION**

Submit the following documentation according to the condition met on the front of the form.

1. ***Loss of full-time employment-*** Provide 1) a statement describing the circumstances surrounding the job loss and the present employment situation. 2) documentation from the former employer that documents the beginning and ending dates of full-time employment. 3) a copy of unemployment benefits received.

2. ***Parent unemployed for at least 10 weeks-*** Provide 1) a letter describing the unemployment circumstances and current employment status. 2) documentation from the previous employer to show the dates of employment (beginning and ending), and total year compensation.

3. ***Ten week loss of unemployment benefits or untaxed income-*** Provide 1) a statement describing the type of income/benefit lost and the reason for that loss. 2) a letter or document from the agency or person that verifies the date that payment was discontinued and the total amount of benefits received.

4. ***Separation/divorce/parent's death-*** Provide 1) a statement describing current living arrangements for all family members, custody of any dependents, and property settlements, and 2) a copy of court documents regarding legal separation/divorce/custody/child support/property settlement, or 3) a copy of the death certificate.

5. ***Other unusual circumstances-*** Provide 1) a letter describing the unusual circumstances, documentation to support your statements and how they will affect the family income.

***Note:*** *Additional documentation may be required after initial review. Providing the information may or may not increase your eligibility for financial assistance.*