2012-13 Special Circumstance Form
Office of Federal Compliance & Financial Aid

You should complete this form if you have special or unusual circumstances that may have a bearing on your financial aid eligibility. You should know that not all special or unusual circumstances will result in a change to your financial aid awards. *In order for our office to process your form and evaluate your circumstances your form must be accompanied by all required documentation.*

**HOW TO COMPLETE THIS FORM:**

1. If you, your spouse or your parent(s) will have a substantially reduced income in 2012 (as compared to 2011), complete **Section I**.
2. If you, your spouse or your parent(s) paid unusually high medical or dental expenses in 2011 that were not covered by insurance, complete **Section II**.
3. If you and your spouse or your parent(s) paid private/parochial elementary or secondary tuition in 2011, complete **Section III**.
4. If you, your spouse or your parent(s) had other unusual expenses in 2011 which may have a bearing on your financial aid eligibility, complete **Section IV**.
5. You must sign the certification statement in **Section V**.

**SECTION I: REDUCTION IN INCOME**

Check the reason for your 2012 income reduction:
- Loss of Employment
- Divorce/Separation
- Death of a Parent or Spouse
- Loss of Child Support
- Loss of Unemployment, Disability Benefits or Social Security Benefits
- Specify other reason(s) ___________________________________________________________________

You must provide all projected income and benefits from January 1, 2012 to December 31, 2012: (Note: Parent(s) information must be provided ONLY for dependent students)

**Projected 2012 wages (earned income) and other taxable income**

- Student $_______________
- Student’s Spouse $_______________
- Student’s Parent(s) $_______________

**Projected 2012 untaxed income & benefits:**

(E.g. TANF, Social Security Benefits)

- Student $_______________
- Student’s Spouse $_______________
- Student’s Parent(s) $_______________

Required documentation for reduction income: For reductions in earned wages, you must provide a copy of your latest paycheck or a statement from your employer indicating your rate of pay. Note: adjustments are not made for loss of overtime. For reductions in other taxable income such as unemployment benefits, you must submit a letter from the agency indicating the date of termination or reduction in taxable income or benefits. If there is a change or loss in any untaxed income or benefits, you must submit a statement from the applicable agency estimating the total amount of benefits expected in 2012 or the date benefits were terminated. If the loss of income is due to divorce or separation, you must provide documentation confirming the separation or divorce.

**SECTION II: MEDICAL/DENTAL EXPENSES PAID IN 2011 NOT COVERED BY INSURANCE**

Amount of medical/dental expenses PAID in 2011 $_______________
Required documentation for medical/dental expenses paid in 2011: You must submit copies of paid bills or invoices along with copies of canceled checks. Note: Typically medical/dental expenses paid (and not covered by insurance) will only be considered where the expenses exceed 11% of total earnings.

SECTION III: PRIVATE ELEMENTARY OR SECONDARY TUITION PAID IN 2011

Amount of private elementary or secondary tuition paid in 2011 $_____________

Required documentation for private/parochial elementary or secondary tuition paid in 2011:
You must submit documentation from the school(s) where tuition was paid and proof of payment.
Note: only the amount of tuition PAID in 2011 by the student, student’s spouse or parent(s) is considered.

SECTION IV: OTHER UNUSUAL EXPENSES IN 2011

Specify any other unusual expenses you and your spouse or your parents paid in 2011

____________________________________________________________________________________________
________________________________________________________________

Amount of other unusual expenses paid in 2011 $_____________

Required documentation for other unusual expenses paid in 2011: You must submit all appropriate documentation to confirm the payment in 2011 of the other unusual expenses indicated above.

SECTION V: CERTIFICATION STATEMENT

All of the information on this form is true and complete. The Office of Federal Compliance and Financial Aid may request additional documentation or further information if necessary, including but not limited to copies of 2011 federal income tax returns.

Applicant (learner/student) Signature Date

Parent Signature (for a dependent student only) Date

Submit this form and all documentation to:

Office of Federal Compliance & Financial Aid
Union Institute & University
440 East McMillan Street
Cincinnati, OH 45206-1925
Fax: (513) 487-1078
Email: finaid@tui.edu