



SPECIAL CONDITION FINANCIAL AID APPLICATION 2020-2021 Academic Year

Please check one of the following: Continuing Student New Student

_____ Student's Last Name	/	_____ First	/	_____ M.I.	_____	King's ID # or Student's SSN
_(_____)_____ Student's Preferred Phone Number	-	_____ Student's Date of Birth			_____	Student Preferred Email
_____ Parent's Name		_____ Parent Preferred Email		_____	_(_____)_____ Parent Preferred Phone Number	

The Special Conditions Form is for families who have experienced extenuating circumstances that may not be accurately reflected in the information provided on the FAFSA. If approved, your financial aid eligibility will be determined by your projected annual income for **2020**. Before your request can be considered, a processed 2020-2021 Free Application for Federal Student Aid (FAFSA) **must** be on file with King's College.

If the FAFSA has provided you with an Expected Family Contribution of \$0, you are **NOT ELIGIBLE** for a Special Condition; as you have already reached maximum eligibility.

PLEASE BE ADVISED:

- **You are responsible for payment regardless of applying for Special Condition consideration.**
- **Appeals do not guarantee an increase to the financial aid already awarded.**
- **Your institutional aid may not be increased as a result of this appeal process.**

Please provide as much information as possible. Each request is evaluated on a case-by case basis. Because of the individualized nature of these requests, we may need to request additional information. If we do, we will contact you via email.

All communications regarding approval, denial or requests for additional information will be directed to the student's preferred email address.

- If you had to provide parental data on your FAFSA, complete this form as a **"Dependent"** student.
- If you were not required to provide any parental data on your FAFSA, then you are an **"Independent"** Student.

REASON FOR YOUR SPECIAL CONDITIONS

1. Explanation of Your Circumstances (to be complete by the parent or independent student): On a separate piece of paper, please provide specific details about the changes in your financial situation and why the family's **2020** income will be reduced.

Check all the conditions below that describe your situation and **attach** the required documentation.

- Parent or spouse of student died **after filing the 2020-2021 FAFSA**
 - Enter the date of death: _____
 - Attach** a copy of the death certificate
- Parents have separated or a married independent student has separated, **after filing the 2020-21 FAFSA.**
 - Enter date of marital separation: _____
 - Attach** a copy of the legal separation agreement or official letter from attorney stating when legal proceedings will begin or proof of separate residence.
- Untaxed income **as reported on the FAFSA** for **2018** has ceased or has been reduced by 20% or more (i.e. child support, disability pay, combat pay, workers compensation or other).
 - Enter date of change: _____
 - Attach** supporting documentation of termination of benefits or date of change. (i.e. court document, Social Security Administration letter, Dept. of Social Services letter, DD-214)
- Parent, student or student's spouse suffered permanent and total disability **on or after January 1, 2019.**
 - Enter date of disability: _____
 - Attach** a signed letter from a physician stating the extent and duration of disability
 - Attach** documentation of year-to-date income **for 2020**
 - Attach** a Disability Benefit Statement from the Social Security Administration/Workmen's Compensation
- Parents of dependent student or an independent student (and spouse, if married) experience a 20% or more reduction in annual income because of job loss; unemployed for a least two full months or has experienced a change in employment stats which will result in an income reduction **on or after January 1, 2020**
 - Enter date of termination/resignation or change in pay: _____
 - Attach** a copy of termination notice from employer or letter of resignation
 - Attach** a copy of your last pay stub from all employers showing year-to-date earning
 - Attach** a copy of any most recent pay stubs from all current jobs for parent, student or student's spouse
 - Attach** a copy of benefit statement from Unemployment Administration showing monthly benefit or denial of benefits
 - Attach** a copy of retirement distribution or statement

REQUIRED DOCUMENTS

2. Tax Information

Dependent Students:

- Parents 2018 Tax Return Transcript**
- Parents **2018 W-2s (or 1099)** for all 2018 employers
- Parent **2019 Tax Return Transcript**
- Parents **2019 W-2s (or 1099)** for all 2018 employers
- Student's **2018 IRS Federal Tax Return Transcript**
- Student's **2018 W-2 (or 1099)** for all 2018 employers
- If student did not file taxes for 2018, you will need to submit the **Student Non-Tax Filer Statement (Attached)**

Independent Students:

- Student (and spouse, if married) **2018 Tax Return Transcript**
- Student (and spouse) **2018 W-2s (or 1099)** for all 2018 employers
- Student (and spouse, if married) **2019 Tax Return Transcript**
- Student (and spouse) **2019 W-2s (or 1099)** for all 2017 employers
- If student or spouse did not file taxes for 2018, you will need to submit the **Student Non-Tax Filer Statement (Attached)**

3. Estimated 2020 Income Worksheet (Attached)

4. 2020-21 Student Household Worksheet

- Dependent
- OR
- Independent

ESTIMATED 2020 INCOME WORKSHEET - COMPLETE BOTH WORKSHEETS

<i>TOTAL 2020 GROSS TAXED INCOME FROM JANUARY 1, TO DECEMBER 31, 2020</i>		
Dependent Students	FATHER/STEP-FATHER	MOTHER/STEP-MOTHER
Independent Students	STUDENT	SPOUSE
Wages, salaries, tips (include severance pay)	\$	\$
Pensions and annuities	\$	\$
Interest and dividends and capital gains	\$	\$
Business or farm income	\$	\$
Social Security benefits (taxable)	\$	\$
Income received from rents after expenses (mortgage interest, taxes and insurance)	\$	\$
Alimony	\$	\$
Unemployment compensation	\$	\$
Any other taxed income	\$	\$
Total 2020 Gross Taxed income	\$	\$

<i>TOTAL 2020 UNTAXED INCOME FROM JANUARY 1, TO DECEMBER 31, 2020</i>		
Dependent Students	FATHER/STEP-FATHER	MOTHER/STEP-MOTHER
Independent Students	STUDENT	SPOUSE
Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts which would be reported on the W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H, and S.	\$	\$
IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans	\$	\$
Child support received for all children	\$	\$
Tax exempt interest income	\$	\$
Untaxed portions of IRA distributions	\$	\$
Untaxed portions of pensions	\$	\$
Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits)	\$	\$
Veterans' noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity Compensations (DIC) and/or VA Educational Work-Study allowances	\$	\$
Other untaxed income not reported elsewhere, such as workers compensation, disability, etc.	\$	\$
Money received, or paid on your family's behalf (e.g., bills, living/college expenses, etc.) not reported elsewhere on this form	\$	\$
Total 2020 Untaxed income	\$	\$

2020-2021 STUDENT NON-TAX FILER STATEMENT

The information requested on this form is needed to process your financial aid application for the 2020-2021 school year. Complete this form and return it to the Financial Aid Office so your application can be processed.

_____ / _____ / _____ _____
 Student's Last Name First M.I. King's ID # or Student's SSN

_(_____)_____-_____
 Student's Preferred Phone Number Student's Date of Birth Student's Preferred Email

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2018 income tax return with the IRS. Check the box that applies:

- The student and spouse (if married) were not employed and had no income earned from work in 2018.
- The student and/or spouse were employed in 2018, will not file a tax return and have listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is provided. (Provide copies of all 2018 IRS W-2 forms issued to the student and/or spouse by their employers). List every employer even if they did not issue an IRS W-2 form.
- I filed my 2018 taxes or will file my taxes.

If more space is needed, attach a separate page with the student's name and student's King's College I.D. # at the top.

Employer's Name	W-2 Provided?	Annual Amount Earned in 2018
<i>(EXAMPLE) Main Street Deli</i>	<i>Yes</i>	<i>\$5,000.00</i>

Certifications and Signatures:

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

 Student's Signature

 Date

 Parent's Signature (required if student is dependent)

 Date

CERTIFICATION

BEFORE SUBMITTING, PLEASE CERTIFY THAT THE REQUIRED DOCUMENTS ARE INCLUDED:

- This completed form
- All required tax documents
- Explanation of Circumstances
- Additional documents as described in this form.

Certifications and Signatures:

By signing this form, I certify that I understand the following

- ✓ The decision of the Director of Financial Aid is final; there is no appeal process to the Department of Education.
- ✓ All of the information on this form is true and complete to the best of my knowledge.
- ✓ If requested, I agree to provide further documentation to substantiate this request for Special Conditions.
- ✓ All Special Conditions are reviewed on a case-by-case basis and this written request does not guarantee approval and may not ultimately result in actual increase of the financial aid already offered.
- ✓ All required documents must be submitted prior to reviewing my request for Special Conditions.
- ✓ Due to the complexity of Special Conditions Appeals, please allow 3-4 weeks for processing once our office has received all required documentation.

Student's Signature

Date

Parent's Signature (required if student is dependent)

Date

OFFICE USE ONLY

Student Changes		Parent Changes	
AGI		AGI	
Taxes Paid		Taxes Paid	
Income		Income	
Untaxed		Untaxed	
W-2		W-2	
# in HH		# in HH	
Other		Other	
Other		Other	