



2022-2023 Special Circumstance Application

According to federal laws and regulations, a family's 2020 income is used to assess financial need for the 2022-2023 school year. If a family's 2022 income is at least 25% less than the 2020 actual income, the applicant may be eligible for consideration of special circumstances. Please provide information regarding your income reduction by completing this form. **Incomplete requests will not be processed; submission of this form does not guarantee financial aid eligibility.**

EMAIL: financial.aid@ctcd.edu

CTC ID

Last Name

First Name

Middle Name

Phone Number

*If any of your information above needs to be updated, you must submit the **Name or Social Security Number Change form**, located in Eforms/Etrieve.

(If you are a dependent student a parent must fill out this form.)

Parent Last Name

Parent First Name

Parent Phone Number

WARNING: If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both.

FOR OFFICE USE ONLY

Prior year special circumstances: Yes _____ No _____

Special circumstance denied

Old EFC _____ ISIR# _____

Special circumstance approved

New EFC _____ ISIR# _____

COMMENTS: _____

Supervisor: _____

Date: _____

Name: _____

CTC ID: _____

YOU MUST ATTACH DOCUMENTATION OF ALL INCOME & EXPENSES

Documentation could include current/last pay stubs with year-to-date earnings, current/last LES, a letter from an employer stating your total earnings, an estimate of future income, etc. If no longer working in 2022 attach letter from employer showing last effective date of employment. For unemployment benefits need a letter from the Unemployment Office with effective date of approval/denial. **After December 31, 2022**, you will be required to file the 2022 federal tax return. The **required documents after December 31, 2022** will be the 2022 IRS Tax Return Transcript (<https://www.irs.gov/>) or 2022 signed Income Tax Return (Form 1040 and applicable Schedules) and the 2022 W-2 forms (if misplaced W-2s request an IRS Wage & Income (W-2) Transcript at <https://www.irs.gov/>).

	ACTUAL (1-1-22 - Present)	ESTIMATE (Today - 12-31-22)	TOTAL (Actual + Estimate)
Taxable Income From Work			
Student: income earned from work (wages, salaries, net income/loss from business/farm)	\$	\$	\$
Spouse: income earned from work (wages, salaries, net income/loss from business/farm)	\$	\$	\$
Father/Stepfather: income earned from work (wages, salaries, net income/loss from business/farm)	\$	\$	\$
Mother/Stepmother: income earned from work (wages, salaries, net income/loss from business/farm)	\$	\$	\$
Other Taxable Income (AGI)			
Dividends and Interest Income	\$	\$	\$
Alimony received	\$	\$	\$
Capital gains/loss (Schedule D)	\$	\$	\$
Taxable portions of pension/annuity withdrawals	\$	\$	\$
Income from rentals, royalties, partnerships, trusts	\$	\$	\$
Unemployment Compensation	\$	\$	\$
Taxable portions of Social Security	\$	\$	\$
Other taxable income:	\$	\$	\$
Untaxed Income			
Child support received	\$	\$	\$
Veterans' benefits (Disability, Death Pension, Dependency & Indemnity Compensation, or Educational Work-Study) not including educational benefits	\$	\$	\$
Housing Allowance (clergy only) and Food Allowance (clergy & military)	\$	\$	\$
Other untaxed income (worker's comp, etc):	\$	\$	\$
Expenses			
Child support paid	\$	\$	\$
Unexpected excessive medical expenses:	\$	\$	\$

Household Information: Start with the student then spouse/parents and any children/siblings in the household.

Full Name	Age	Relationship to the Student	Name of College If Enrolled in at least ½ time

Please summarize your special circumstances below (if you need more space, attach a separate page):

Certification:

I certify that the information provided above is true and complete to the best of my knowledge. I agree to provide proof of the information that I have given on this form if asked by the Office of Financial Aid. I also realize that if I do not provide proof when asked, the student will not receive special circumstances consideration. **(If you are a dependent student then one parent must sign.)**

Student's Signature: _____

Date: _____

Parent's Signature: _____

Date: _____