



Year: 2021-2022 Petition for Special Circumstance

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You may request a change to your financial aid eligibility based on a reduction in income or other circumstance that occurred after the 2019 tax year. Changes in income for 2020 or projected 2021 income are considered. If using projected income, wait to submit this form until your income is stable enough to make a reliable projection. Attach required documentation to this form. Petitions without documentation will not be accepted. Upon approval of your request, you will be notified by email and your FAFSA will be updated on your behalf. Only changes that result in more favorable aid will be made. In general, one Petition for Special Circumstance will be considered per academic year. Incomplete Petitions may be rejected or require additional processing time. **Please allow 2-3 weeks for review.**

Part 1: Student Information

Last Name

First Name

Student ID Number

Previous Last Name (s)

Email Required

Part 2: Circumstances & Required Documentation (select all that apply)

Change in marital status (Effective Date: _____). You must provide:

- Copy of divorce decree or separation agreement, **and**
- Written explanation including date of physical separation, list of family members who reside in your household after separation occurred, any amount paid or received for alimony or child support and dates of payments.

Loss of employment or income (Effective Date: _____). You must provide:

- Written explanation including effective dates, **and**
- Copy of last pay stub, termination papers and unemployment documentation, as applicable, **and**
- Most recent pay stub from current employer, if employed.

Loss of benefit (child support, Social Security, etc.) (Effective Date: _____). You must provide:

- Written explanation including effective dates, **and**
- Official documentation of loss of benefit (e.g., child support agreement, letter from SS Administration).

Other circumstance (Effective Date: _____). You must provide:

- Written explanation including effective dates, **and**
- Copies of supporting documentation to substantiate your current financial circumstances.

Part 3: Tax Year & Required Documentation

Select which 12-month period you would like to use. Select **only one** option. Provide **all** required documentation.

2020 actual income. You must provide:

- A signed copy of the 2020 tax return that was submitted to the IRS.
- Copies of all 2020 W-2s for you and your spouse, if married.

2021 estimated income. You must provide:

- Copies of all 2021 paycheck stubs for you and your spouse, if married.
- Estimated income for January 1, 2021 through December 31, 2021.

2021-2022 academic year income (June 2021-June 2022). You must provide:

- Copies of all 2021 paycheck stubs for you and your spouse, if married.

PS

Office Use Only

Committee Decisions: Approved Not Approved EFC _____
 BA/GP _____

Received:

Part 4: Taxable Income—complete if using 2021 tax year			
2021 Taxable Income	2021 Actual 01/01/21 to Present	2021 Estimated Present to 12/31/21	2021 Total Actual + Estimated
Student wages, salaries and tips	\$	\$	\$
Spouse wages, salaries and tips	\$	\$	\$
Business income	\$	\$	\$
Unemployment compensation	\$	\$	\$
Other taxable income (including alimony, Social Security, etc.)	\$	\$	\$
Total Taxable Income	\$	\$	\$

Part 5: Untaxed Income				
Complete the section for your selected tax year only	2020	2021		
	Skip if using 2021 tax year	Actual 01/01/21 to present	Estimated Present to 12/31/21	2021 Total Actual + Estimated
Child Support Received	\$	\$	\$	\$
Workers' compensation	\$	\$	\$	\$
Veteran's non-education benefits	\$	\$	\$	\$
Life Insurance received	\$	\$	\$	\$
Funds paid on your behalf and other income benefits or wages not subject to taxation	\$	\$	\$	\$
Total Untaxed Income	\$	\$	\$	\$

Part 6: Income Exclusion				
Complete the section for your selected tax year only	2020	2021		
	Skip if using 2020 tax year	Actual 01/01/21 to present	Estimated Present to 12/31/21	2021 Total Actual + Estimated
Child Support Paid	\$	\$	\$	\$
Total Untaxed Income	\$	\$	\$	\$

Signature Certification Required: Please keep a copy of this document for your records.

By submitting this form, I agree that the information provided is complete and correct. I understand that this form is considered signed if it is submitted from my [BTC email](#) account.

Student Signature

Date

Spouse or Parent Signature (if applicable)

Date