



2022-2023

Petition for Special Circumstance

3028 Lindbergh Ave. Bellingham, WA 98225 • (360)752-8351 • fax 360)752-7151 • FinAid@btc.edu

You may request a change to your financial aid eligibility based on a reduction in income or other circumstance that occurred after the 2020 tax year. Income for 2021 or projected 2022 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. One Petition for Special Circumstance will be considered per academic year. Incomplete petitions may be rejected or require additional processing time.

Please allow 2-4 weeks for review.

Part 1: Student Information

Last Name

First Name

ctcLink ID

Previous Last Name (s)

Email Required (Email is the default communication method)

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

- Loss of employment or income (Effective Date: _____).** You must provide:
 - Written explanation including effective dates, **and**
 - Copy of last pay stub, **and**
 - Termination papers from previous employer and unemployment documentation, as applicable, **and**
 - If employed - most recent pay stub from current employer

- Loss of benefit (child support, unemployment benefits, 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 ESD Administration).

- Other circumstance (Effective Date: _____).** You must provide:
 - Written explanation including effective dates, **and**
 - Copies of supporting documentation to substantiate your current financial circumstances.

- 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.

Part 3: Tax Year & Required Documentation

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

- 2021 actual income. You must provide:**
 - A signed copy of the 2021 tax return that was submitted to the IRS.
 - Copies of all 2021 W-2s for you and your spouse, if married.

- 2022 estimated income. You must provide:**
 - Copies of all 2022 paycheck stubs for you and your spouse, if married.
 - Estimated income for January 1, 2022 through December 31, 2022.

- 2023 estimated income You must provide:**
 - Copies of all 2023 paycheck stubs for you and your spouse, if married.
 - Estimated income for January 1, 2023 through June 30, 2023

EBH043

Office Use Only

Committee Decisions: Approved Not Approved EFC
 BA/GP _____

Part 4: Please use information for year selected in part 3

| 2022 Taxable Income | 2022 Actual 01/01/22 to Present | 2022 Estimated Present to 12/31/22 | 2022 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 | 2021 | 2022 | | |
|--|--------------------------------|-------------------------------|-------------------------------------|----------------------------------|
| | Skip if using 2022 tax year | Actual 01/01/22 to present | Estimated Present to 12/31/22 | 2022 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 | 2021 | 2022 | | |
|---|--------------------------------|-------------------------------|-------------------------------------|----------------------------------|
| | Skip if using 2022 tax year | Actual 01/01/22 to present | Estimated Present to 12/31/22 | 2022 Total Actual + Estimated |
| Child Support Paid | \$ | \$ | \$ | \$ |
| Total Untaxed Income | \$ | \$ | \$ | \$ |

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

By signing this form, I agree that the information provided is complete and correct.

Student Signature

Date

Spouse or Parent Signature (if applicable)

Date