



**Financial Aid Office**  
2121 Euclid Avenue Cleveland, OH 44115  
Phone (216) 687-5411 \* FAX (216) 687-9247  
For in-person inquiries, please visit Campus411, MC 116  
[www.csuohio.edu/enrollmentservices/financialaid/](http://www.csuohio.edu/enrollmentservices/financialaid/)

## 2011-2012 SPECIAL CIRCUMSTANCE PETITION

_____	_____	_____	
Last Name	First Name	CSU ID	
_____	_____	_____	
Street	City	State	Zip
_____	_____	_____	_____
E-mail Address	Phone number (home)	Phone number (cell)	

**YOU MUST FILE A 2011-2012 FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) BEFORE SUBMITTING THIS FORM TO THE FINANCIAL AID OFFICE.**

You indicated that you and/or your family have experienced a significant change in your financial situation. It is important for you to know that not all changes in circumstances will result in an increase to the amount of your grant and/or loan eligibility.

Review the circumstances listed on page 2 of this petition and submit this form and all required documents that pertain to your circumstance to Campus 411, MC116 or mail to Cleveland State University, Financial Aid Office, 2121 Euclid Avenue, KB 1300, Cleveland, Ohio 44115.

**Consumer debt cannot be considered when determining a family's ability to contribute to a student's education.**

All applicants will be selected for the federal verification process. Please submit: this signed petition, a signed copy of your and if applicable your parent(s) 2010 federal tax return, a federal verification worksheet, a letter explaining your personal situation and the supporting documentation as noted on this petition. If during this review a discrepancy occurs, then CSU is obligated to forward to the U.S. Department of Education all corrections resulting from this review. This review may cause an adjustment to an existing financial aid award.

All forms are located at: [www.csuohio.edu/enrollmentservices/financialaid/forms](http://www.csuohio.edu/enrollmentservices/financialaid/forms)

**\*Note- additional information or documentation may be requested by the financial aid office.**

**If you submit this form on or after January 1, 2012, you must provide us with a signed copy of your and if applicable your parent(s) 2011 Federal Tax Return.**

**Special Circumstance Situation** (check situation(s) that apply to you)

**Unemployment for at least 6 weeks beginning on or after January 1, 2011**

Examples include: Termination/voluntary separation/layoff from job, significant reduction in work hours or income, or retirement.

Required Documents: Letter from previous employer (on company letterhead) listing the following: last date of employment, year to date earnings from Jan. 1, **2011** through last date of employment in **2011**. A copy of last pay stub, and a copy of severance/benefits/initial unemployment benefits determination letter.

**Unusual Medical and Dental Expenses**

Examples include: Medical expenses incurred during **2011** and not covered by Health/Dental insurance.

Required Documents: Expenses must be accompanied by proof of payment (i.e. an official summary from the pharmacy, medical, health care provider) incurred by student, spouse (if married), parents (if dependent). Unpaid bills are not sufficient.

**Loss of 2011 Income Other Than Employment.**

Examples include: Loss of Child Support or other untaxed Income.

Required Documents: Documentation of termination of benefits from benefit provider. Examples include Child Support Enforcement Agency, Department of Social Services, divorce decree, court order.

**Loss of Unemployment Benefits:**

Examples include: Termination of benefits in 2010 or in 2011.

Required Documents: If the unemployed individual did not file a 2010 Federal Tax Return, attach a copy of your/their 2010 1099-G. If benefits were received only in 2011 and were terminated in 2011, attach a copy of the termination of unemployment benefits form.

**Separation or Divorce of (circle one): parent or spouse during the 2011 calendar year**

Examples include: Parent (if dependent) or spouse (if independent) is no longer residing in household due to separation or divorce.

Required Documents: Copy of separation agreement, divorce decree, or substantial evidence (mortgage/leasehold information) proving parent (if dependent) or spouse (if independent) is residing in separate residence. Parties in question living in same dwelling will not be considered.

**Death of (circle one): parent or spouse during the 2011 calendar year**

Examples include: Parent (if dependent) or spouse (if independent) deceased after student filed 2011-2012 FAFSA.

Required Documents: Copy of death certificate

**Private/Parochial Elementary or Secondary Educational Tuition Paid**

Examples include: Private school tuition (attendance must be continual throughout 2011-2012).

Required Documents: Tuition statement on school letterhead indicating tuition paid out of pocket for private school tuition for **2011**.

**Other**

Please type a letter explaining your situation and attach supporting documentation.

**ESTIMATED 2011 INCOME**

Complete this section with income you/ your family expects to receive from January 1, 2011 until December 31, 2011. If none, enter zero. Please do not give monthly amounts.

TYPE OF INCOME	AMOUNT OF ESTIMATED INCOME (12 MONTHS)	
Gross wages, salaries, severance pay, tips	Father _____ Mother _____	Student _____ Spouse _____
Unemployment benefits	_____	_____
Social Security benefits for all family members	_____	_____
Retirement benefits/pensions	_____	_____
Business, farm, rental income	_____	_____
Invest/dividend income	_____	_____
Worker's Compensation	_____	_____
Child support received for all family members	_____	_____
Alimony	_____	_____
Other	_____	_____

Continue on to next page

**CERTIFICATION:**

I/We affirm that the data contained on this form and submitted with this form is true and complete to the best of my/our knowledge. Upon request, I/we will provide additional documentation to substantiate the information provided. If this Special Circumstance Petition involves a reduction of my/our earned income, I/we understand I/we may be required to provide documentation from the Internal Revenue Service of actual income for the affected tax year. I/We understand that any false statements or misrepresentations will be cause for denial, reduction, withdrawal, and/or demand for repayment of financial aid and may subject the filer to a fine, imprisonment, or both, under provisions of the United States Criminal Code.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent(s)' Signature  
(If circumstances refer to parental situation)

\_\_\_\_\_  
Date

**For Office Use Only**

APPROVED

DENIED

Old EFC: \_\_\_\_\_

New EFC: \_\_\_\_\_

New AGI: \_\_\_\_\_

New taxes paid: \_\_\_\_\_

New student income: \_\_\_\_\_

New spouse income: \_\_\_\_\_

New parent's income: father \_\_\_\_\_

New parent's income: mother \_\_\_\_\_

New additional information: \_\_\_\_\_

New untaxed income: \_\_\_\_\_

Current ISIR Trans #: \_\_\_\_\_

New ISIR Trans # \_\_\_\_\_

If denied explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FAO staff: \_\_\_\_\_

Date: \_\_\_\_\_