



BOWLING GREEN STATE UNIVERSITY

Student Financial Aid

Special Consideration Application
for
Independent Students
2011-2012

Student Name: \_\_\_\_\_ BGSU ID #: \_\_\_\_\_

The purpose of this application is to allow for a re-evaluation of your financial aid eligibility. Your Free Application for Federal Student Aid (FAFSA) contains information about income earned in 2010 and may no longer be an accurate reflection of your family's financial strength.

At times, it may be necessary to request additional documentation for clarification. Additional document requests will be posted to your To Do List in your MyBGSU account.

YOUR SPECIAL CONSIDERATION APPLICATION WILL NOT BE PROCESSED UNTIL ALL REQUIRED DOCUMENTATION HAS BEEN RECEIVED BY STUDENT FINANCIAL AID.

Please use the space below to describe your circumstances. Use additional paper if necessary.

[Empty rectangular box for describing circumstances]

By signing this form all parties certify that all information reported is complete and correct.

Mail to: Bowling Green State University
Student Financial Aid
231 Administration Building
Bowling Green, Ohio 43403-0114

Phone: 419-372-2651
Fax: 419-372-0404
Email: sfa.bgsu.edu/asksfa

Student

Date

**SECTION A: All students are required to submit the documents listed in this section. See Section B for additional required documentation.**

1. Completed 2011-2012 Verification Worksheet for Independent Students (form can be printed from the Financial Aid Forms link located on the Student Financial Aid homepage at <http://www.bgsu.edu/offices/sfa/>)
2. Signed copy of your 2010 federal tax return. Include your spouse's return if you are married
3. Copy of your 2010 W-2(s). Include your spouse's W-2(s) if you are married

**SECTION B: You must also submit additional documents as outlined for your situation**

**LOSS OR CHANGE OF INCOME FROM WORK**

(Checklist Code: FSLII)

You or your spouse has lost a job and is currently not employed.

**ADDITIONAL REQUIRED DOCUMENTATION**

- Provide a letter verifying the separation date from each employer for whom you or your spouse are no longer working. The letter must verify the last date worked for each employer.
- Provide a copy of your or your spouse's unemployment benefits eligibility or extension letter. If you have been denied unemployment benefits provide a copy of your denial of benefits letter. If you will not be applying for unemployment benefits you must provide a notarized statement indicating so.

You or your spouse has had a reduction in earnings because a job, rate of pay, or average hours while working for the same employer, has changed.

- Provide a letter from your employer stating the date your job or rate of pay changed, your former rate of pay, new rate of pay, and the average number of hours worked in a pay period.

You or your spouse has had a reduction of earnings because an employer has changed and the rate of pay is no longer what it was at a previous job.

- Provide a letter verifying the separation date from each employer for whom you or your spouse are no longer working. This letter must also verify the last day worked for each employer.
- Provide a copy of the final pay stub or other documentation from all previous employers verifying year-to-date earnings. This documentation must be provided for each employer for whom you or your spouse are no longer working.
- Provide a letter from the new employer stating the start date, beginning rate of pay, and average hours worked per week. Or, provide a recent copy of a pay stub from the new employer.

You or your spouse was working but no longer can because of a disability.

- Provide a copy of your final pay stub or documentation from your previous employer verifying your year-to-date earnings. This documentation must be provided for each employer for whom you are no longer working.
- Provide documentation verifying the monthly disability benefits you are receiving or anticipate receiving.
- Provide a letter from your physician confirming your disability and the prognosis for returning to work.

You were self-employed but have experienced a significant decrease in earnings due to the economy.

- A signed copy of your and your spouse's, if applicable, 2008 federal income tax return. If you and your spouse filed separately, signed copies of both returns are required. Include all Schedules.
- A signed copy of your and your spouse's, if applicable, 2007 federal income tax return. If you and your spouse filed separately, signed copies of both returns are required. Include all Schedules.

**LOSS OF BENEFIT INCOME**

(Checklist Code: FSLBI)

You or your spouse was receiving Social Security income but no longer are.

- Provide a copy of the Social Security benefits termination letter.
- Provide a copy of a Social Security benefits letter, or a copy of the most recent 1099 year end statement.

You or your spouse is no longer receiving child support for one of your children.

- Provide a copy of the notification from the Child Support Enforcement Agency stating the date of the emancipation of the minor for whom child support has ceased.
- Provide documentation from the Child Support Enforcement Agency stating the monthly amount of support received for each child in the family prior to the date the support ceased for the emancipated child referred to in the Special Consideration Application.
- Provide documentation stating new monthly amount of child support receiving for other minor children, if applicable.

You or your spouse is no longer receiving Workman's Compensation.

- Provide a copy of the Workman's Compensation benefits termination letter.

You are no longer receiving alimony.

- Provide documentation verifying the date alimony has ended or is ending and the monthly amount you are receiving.

**FAMILY CHANGE**

(Checklist Code: FSFCI)

Since filing the 2010-2011 FAFSA you are now separated or divorced.

- Please provide verification of your separation/divorce. This may include, but not be limited to, a copy of the separation or divorce judgment entry as prepared by an attorney, a signed letter from the presiding attorney, or a signed statement, on letterhead, from a clergy person familiar with marital status.
- Provide documentation verifying the amount of alimony being received, or anticipating receiving.
- Provide documentation verifying custody arrangements of minor children, if applicable.
- Provide documentation verifying child support receiving for minor children, if applicable.

Since filing the 2011-2012 FAFSA your spouse has passed away.

- Provide a photo copy of an official death certificate for your spouse.

**ADDITIONAL REQUIRED DOCUMENTATION****ADDITIONAL REQUIRED DOCUMENTATION**

<p>You or your spouse has experienced excess medical costs.</p> <p>Costs for medical, vision, dental care, and prescriptions will be considered.</p> <p>Only costs that were not itemized deductions on your tax return will be considered.</p> <p>Anticipated costs will not be considered.</p>	<ul style="list-style-type: none"> <li>• Provide a copy of your and your spouse's, if applicable, 2009 Schedule A - Itemized Deductions (if filed with IRS 1040 tax return). If a Schedule A - Itemized Deductions was not filed, submit an itemized list of medical expenses paid AND copies of receipts or canceled checks for each medical expense listed. NOTE: EXPLANATION OF BENEFITS FROM YOUR INSURANCE COMPANY ARE NOT CONSIDERED PROOF OF PAYMENT, THEREFORE WILL NOT BE ACCEPTED AS SUCH.</li> </ul>
<p>You have paid private school tuition for one or more children. Only costs for the 2010-2011 school years will be considered.</p> <p>Anticipated costs will not be considered.</p>	<ul style="list-style-type: none"> <li>• Provide a copy of a paid fee statement from the school for each child enrolled in a private school. The statement must indicate the amount of tuition and time period for which it was paid. The statement must also reference the name of the child attending the school.</li> </ul>
<p>You have experienced a financial hardship that is not listed elsewhere on this form</p>	<ul style="list-style-type: none"> <li>• Submit all required documentation as listed in Section A. After an initial review additional document requests will be initiated on your To Do List in your MyBGSU account.</li> </ul>



## HELPFUL TIPS

1. Your Special Consideration Application will be processed when ALL requested documentation has been received by Student Financial Aid.
2. Be certain you submit federal tax returns. State or Local tax returns are not acceptable.
3. Sign and date all tax returns.
4. Submit photocopies of your important documentation, not originals.
5. Keep copies of everything you submit to Student Financial Aid.
6. Write your BGSU ID on all documentation submitted to Student Financial Aid
7. Check your MyBGSU account and BGSU email on a regular basis for possible additional document requests or communications from Student Financial Aid regarding processing status or results of your Special Consideration review.