

<b>SECTION A: STUDENT INFORMATION</b>		
<i>Student Name</i>	<i>NCTC Student ID</i>	<i>SSN (last 4 digits)</i>
<b>SECTION B: HARDSHIP (CHOOSE ONE)</b>		
<input type="checkbox"/>	<b>Loss of Income</b>	
	Significant changes to your financial situation, such as change in employment status, income, or assets. Change in housing status (e.g., homelessness).	
<input checked="" type="checkbox"/>	<b>Adjust Number in College</b>	
	For families who have additional family members enrolled in a degree, certificate, or other program leading to a recognized educational credential.	
<input type="checkbox"/>	<b>Support of Extended Family</b>	
	Families who provide financial support to relatives who are unable to support themselves <i>adequately</i> but who do not qualify as members of the family's household.	
<input checked="" type="checkbox"/>	<b>Elementary/Secondary School and Dependent Care Expenses</b>	
	Tuition expenses at an elementary or secondary school. Added expenses related to tuition-charging schools, childcare, or care of a disabled or elderly family member.	
<input type="checkbox"/>	<b>Unusual Medical, Dental, and Nursing Home Expenses</b>	
	High amounts of medical, dental or nursing home <b>expenses not covered by insurance</b> .	
<input type="checkbox"/>	<b>Unusual Debts</b>	
	For families with high debt due to extenuating circumstances, such as mortgages or credit card debts to cover unemployment expenses or failed businesses; legal fees for divorce, adoption, etc.; educational loans of parents or spouses; or personal debts for nondiscretionary expenses such as food, housing, utilities, etc.	
<b>SECTION C: Provide a statement explaining your family situation</b>		
<b>SECTION D: CERTIFICATION</b>		
<i>I certify that all information contained on this form is true and correct. I understand that I may be contacted to provide further documentation to support this special circumstance request.</i>		
<i>Signature</i>	<i>Date</i>	

## **DOCUMENTS NEEDED FOR SPECIAL CIRCUMSTANCE**

### **LOSS OF INCOME**

- FOR INCOME LOST IN PREVIOUS YEAR (2023), PROVIDE COPY OF 2023 TAX RETURNS FOR STUDENT, STUDENT SPOUSE, PARENT AND PARENT SPOUSE (IF APPLICABLE), AND ANY OTHER INCOME INFORMATION RECEIVED IN 2023.
- FOR INCOME LOST IN CURRENT YEAR (2024) PROVIDE COPIES OF EMPLOYMENT TERMINATION NOTICE, PROOF OF UNEMPLOYMENT COMPENSATION DENIED OR RECEIVED, LAST PAYCHECK STUB FROM PRIOR JOB, MOST RECENT PAYCHECK STUBS FOR CURRENT JOBS OF STUDENT, SPOUSE AND PARENTS (IF APPLICABLE) AND ANY OTHER APPLICABLE INCOME INFORMATION RECEIVED IN 2024.

### **ADJUST NUMBER IN COLLEGE**

- PROOF OF COLLEGE ENROLLMENT AND HOUSEHOLD VERIFICATION FORM

### **SUPPORT OF EXTENDED FAMILY**

- TAX RETURN SHOWING DEPENDENT AND HOUSEHOLD VERIFICATION FORM

### **ELEMENTARY/SECONDARY AND DEPENDENT CARE EXPENSES**

- PROOF OF TUITION/DEPENDENT CARE PAYMENTS

### **UNUSUAL MEDICAL, DENTAL, AND NURSING HOME EXPENSES**

- COPIES OF UNREIMBURSED MEDICAL BILLS (MUST BE OVER AND ABOVE THE 11% INCOME PROTECTION ALLOWANCE (IPA) ALREADY INCLUDED IN SAI CALCULATION).

### **UNUSUAL DEBTS**

- PROOF OF ADDITIONAL COSTS INCURRED BY THE STUDENT AND/OR FAMILY AS A RESULT OF A DISABILITY EFFECTING THE STUDENT, STUDENT SPOUSE OR STUDENT PARENT.
- PROOF OF PROCEEDS OR LOSSES FROM SALE OF FARM OR BUSINESS ASSETS OF A FAMILY IF SUCH SALE RESULTS FROM A VOLUNTARY OR INVOLUNTARY FORECLOSURE, FORFEITURE, OR BANKRUPTCY OR VOLUNTARY OR INVOLUNTARY LIQUIDATION;
- PROOF OF UNUSUAL AMOUNT OF CLAIMED LOSSES AGAINST INCOME ON THE FEDERAL TAX RETURN THAT SUBSTANTIALLY LOWERS ADJUSTED GROSS INCOME, SUCH AS BUSINESS, INVESTMENT OR REAL ESTATE LOSSES.
- PROOF OF CREDIT CARD DEBTS TO COVER UNEMPLOYMENT EXPENSES, FAILED BUSINESS, LEGAL FEES, EDUCATIONAL LOANS OF PARENT/SPOUSE OF PARENT, PERSONAL DEBTS FOR NON-DISCRETIONARY EXPENSES.

*Schools are authorized to collect necessary documentation about the student and student parent's financial status relating to the special circumstances. All inconsistent or conflicting information must be resolved before any adjustments to the FAFSA can be made. School's decision is final and cannot be appealed to the Department.*

**Return documents to NCTC MANE Stop or to the Financial Aid Office via email at [finaid@nctc.edu](mailto:finaid@nctc.edu)**