Before you submit your special circumstance form, make sure you have done the following:

_____ Submitted a copy of your 2017 and 2018 Federal Tax Returns OR Tax Return Transcripts*

_____ Submitted copies of your 2017 and 2018 W-2 Forms.

_____ Submitted a copy of your Parent’s 2017 and 2018 Federal Tax Transcripts

_____ Submitted copies of your Parent’s 2017 and 2018 W-2 Forms.

_____ All required signatures are on the form.

_____ All required documentation to support your change is included.

*To request an IRS Tax Return Transcript: You may order online at www.irs.gov, click on “Get Your Tax Records”. Follow site instructions to get appropriate documents. You can also phone 1-800-908-9946 to request a tax transcript

IF YOUR FORM IS INCOMPLETE IT WILL BE RETURNED TO YOU WITH NO ACTION!!!
2019-2020 SPECIAL CIRCUMSTANCE FORM

Student Name ___________________________________________ Student ID # ___________________________________________

Current Address: ________________________________________________________________
Street __________________________ City __________ State ______ Zip Code __________

Phone # __________________________ Email Address ________________ @mymail.tc3.edu

INSTRUCTIONS: Read through reasons below and check all boxes that apply to your situation in Section A, and attach appropriate documentation: Complete Section B, C, E and F. Send Signed Copies of 2017 FEDERAL TAX RETURN OR TAX TRANSCRIPTS and W-2’S FOR THE STUDENT (if dependent) AND PARENT – OR STUDENT AND SPOUSE (if married).

IRSTAX TRANSCRIPTS MUST BE SUBMITTED WITH THIS FORM AND ALL SECTIONS NEED TO BE COMPLETED OR NO ACTION WILL BE TAKEN AND THIS FORM WILL BE RETURNED TO YOU.

SECTION A: SPECIAL CIRCUMSTANCE (Please check your Special Circumstance)

___ Loss/ Change of Employment - Please submit:
• Copy of last pay stub showing year-to-date earnings.
• Termination notice from employer on letterhead.
• A current notice from Unemployment.

___ Separation or Divorce - Please submit:
• A copy of the divorce decree or separation agreement, or a signed statement including the date that the separation occurred along with proof of separate addresses.

___ Loss of Taxable/Untaxed Income (such as child support, social security, alimony, etc.)
Please submit:
• Documentation from agency stating total amount received in 2017.
• Documentation of termination date.
• Documentation of updated 2018 amount.

___ Death of Parent or Spouse - Please submit:
• A copy of the death certificate

___ Medical/Dental Expense (expenses paid in calendar year 2017 not covered by insurance)
Please submit:
• Receipts of medical bills paid in 2017 that exceeded 11% of your 2017 adjusted gross income.

SECTION B: HOUSEHOLD INFORMATION – LIST ALL MEMBERS INCLUDED IN YOUR HOUSEHOLD

<table>
<thead>
<tr>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>AGE</th>
<th>NAME OF COLLEGE (if enrolled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Self</td>
<td></td>
<td>Tompkins Cortland Community College</td>
</tr>
<tr>
<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<td>5.</td>
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</tbody>
</table>
SECTION D: Non-Filing Tax Statement

Complete this section **ONLY** if you will not and are not required to file a 2017 income tax return. If you received a 2017 W-2, provide a copy with this form.

Student's signature  Date  Student's Spouse's signature  Date

Father's/Stepfather's signature  Date  Mother's/Stepmother's signature  Date

SECTION E: EXPLANATION OF SPECIAL CIRCUMSTANCE (attach a separate sheet if needed) Please print.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

SECTION F: STATEMENT OF CERTIFICATION

All of the information on this form is true and complete to the best of my knowledge. If requested, I agree to provide further documentation to substantiate the information provided. All special circumstance forms are reviewed on a case-by-case basis and you will be notified by mail of the committee’s decision.

Student's signature  Date

Student's Spouse's signature (if applicable)  Date

Parent's signature (if student is dependent)  Date
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Year Special Circumstance?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Circumstance Approved:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Circumstance Denied:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Old EFC __  
New EFC __

Sent Letter: ____________  
Approved by: ____________  
Date ____________