



Gloucester County College

Office of Financial Aid

2011-2012 Request for Special Conditions Appeal Application

Name _____ ID# _____

Address _____ City _____ Zip Code _____

Phone Number _____ E-mail _____

Gloucester County College students who apply for financial aid are required to use their 2010 base year income to complete the 2011-2012 FAFSA. Students may elect to appeal their eligibility for federal and state aid based on selective involuntary reduction of income from the base year information provided on the FAFSA. Students that have a drastic change in income due to unforeseen or unpredictable events may be eligible for a Special Conditions appeal. Requests for appeals are reviewed on a case by case basis since all students may have different circumstances. Financial Aid Administrators will review each individual appeal application with all supporting documentation. **Applications that are submitted for review without supporting documentation will be automatically denied.** Students will be informed of the administrators' decision by mail. Students are encouraged to apply for this appeal only after the involuntary or unforeseen event has occurred, and all documentation for projecting income can be submitted.

1. **Please print or type a statement of the situation or reason for your income and/or your spouse if independent (or parents if dependent) income will be less in 2011 than in 2010. Financial Aid Administrator will also be determining your figures determined from your supplied documents.**
2. **Please attach supporting documentation for your appeal. Remember that appeals submitted with out documentation will be denied.**
 - A completed 2011-2012 Verification worksheet
 - Signed copies of you and your spouses (if married) and your parents (if dependent) 2010 tax returns, schedules, and all accompanying W-2's
 - Documentation of any untaxed income for 2011 (i.e., child support received, SSI/SSD, TANF)
 - Documentation of your projected income for 2011 (last pay stubs, unemployment letter of determination, copy of severance pay, SSI/SSD, workman's compensation determination)
 - Documentation for your appeal. (examples below)
 - a. Job loss – termination letter or lay-off notice, proof of unemployment
 - b. Death of wage earner – copy of death certificate
 - c. Separation - Utility bills no more than 30 days old, copy of lease, separate pay stubs with different address.
 - d. Divorce – copy of the finalized divorce decree
 - e. Other documentation (please list)

Gloucester County College Financial Aid Administrator require up to thirty (30) days to review appeals, due to volume, and amount of attention needed, some appeals may take longer. Financial Aid Administrators may also require additional information for clarification of your projected income if this is needed you will be contacted by the Administrator reviewing your file. After a determination has been made on your appeal you will be notified in writing of the outcome. Results of appeals will not be given or discussed over the phone for privacy reasons. Students are asked to only submit one appeal per academic year. Appeals are not guaranteed to be approved; Administrators will use their professional judgment to determine whether your situation/change in income warrants an appeal approval. Please submit your appeals in person to the Office of Financial Aid in the Student Services building.

Regardless if a student receives any form of financial aid (NJ STARS scholarship, grants, loans, other scholarships, and/or tuition waivers), the student must understand they are **PERSONALLY RESPONSIBLE** for all financial charges they accrue at Gloucester County College. Gloucester County College may permit any student to register before determining a student's eligibility for the Federal or State Grants, Loans, Scholarships or Tuition Waivers. If, *FOR ANY REASON*, a student should become ineligible for Federal and/or State Grants, Loans, Scholarships, Tuition Waivers or other types of financial aid, the student agrees to pay their account in full including any collection and/or attorney's fees that may be incurred by or on behalf of the College to satisfy the student's personal financial obligations. By signing below I acknowledge that I have read and understand the information provided on this form. By signing this form you confirm that the information you provided on this appeal and its' accompanying supporting documents is true and accurate to the best of your knowledge.

Student Signature _____

Date _____

Parent Signature _____

Date _____