



2012-2013 SPECIAL CIRCUMSTANCE FORM

STUDENT INFORMATION

Form with fields for Student Name, Parent Name, Student Email, Lawrence ID #, and Parent Phone #.

STEP 1 - DOCUMENTATION

All students must submit the following documentation, regardless of their reason for filing this request. Failure to submit required documentation will delay processing.

- Parent's/Parents' most recent paystub(s)
Parent's/Parents' 2011 Federal Tax Return & W-2 Forms(s)
Student's 2011 Federal Tax Return & W-2 Form(s)

STEP 2 - REASON FOR FILING

Check the box for circumstance(s) that apply to you and submit the additional documentation as indicated for that circumstance.

Table with 2 columns: SPECIAL CIRCUMSTANCE and DOCUMENTATION NEEDS. Rows include: LOSS OF EMPLOYMENT, REDUCED WAGES; MARITAL SEPARATION/DIVORCE; HIGH MEDICAL/DENTAL EXPENSES; LOSS OF BENEFITS; ONE-TIME INCOME; PARENT ATTENDING COLLEGE; PRIVATE ELEM./SECONDARY SCHOOL TUITION; OTHER UNUSUAL EXPENSES.

STEP 2 – REASON FOR FILING (CONTINUED)

In the space below or on an attached statement, please provide a detailed explanation of the reason for this request.

STEP 3 – VERIFICATION OF HOUSEHOLD SIZE

PARENT: Fill in the information about the people whom you will support between July 1, 2012 and June 30, 2013. Include the student, yourself, your spouse, and any dependent children living in the household. Include other people only if they live with and receive more than half of their support from you at the time you complete this application and will continue to get this support between July 1, 2012 and June 30, 2013.

NAME OF FAMILY MEMBER	RELATION TO THE STUDENT	AGE	NAME OF COLLEGE/UNIVERSITY ATTENDING BETWEEN JULY 1, 2012 – JUNE 30, 2013	AT LEAST HALF-TIME?	YEAR IN COLLEGE
	Student		Lawrence University	Y N	
				Y N	
				Y N	
				Y N	
				Y N	
				Y N	
				Y N	
				Y N	
	Other:			Y N	
	Other:			Y N	
	Other:			Y N	

STEP 4 – INCOME INFORMATION

Please provide an estimate of your **PROJECTED GROSS INCOME** for the calendar year January 1, 2012 through December 31, 2012.

TAXABLE INCOME	YEAR TO DATE (1/1/12 – TODAY)	PROJECTED (TODAY – 12/31/12)	TOTAL (1/1/2012 – 12/31/12)
Father's/Step-Father's Gross Income From Work			
Mother's/Step-Mother's Gross Income From Work			
Taxable Income			
Interest & Dividend Income			
Capital Gains			
Unemployment Benefits			
Severance Pay			
Rental Income			
Business/Farm Income			
Alimony			
Retirement Income			
Other Taxable Income List source: _____			
TOTAL TAXABLE INCOME			

UNTAXED INCOME & BENEFITS	YEAR TO DATE (1/1/12 – TODAY)	PROJECTED (TODAY – 12/31/12)	TOTAL (1/1/2012 – 12/31/12)
Child Support Received			
Social Security Benefits			
Deferred Compensation Contributions (401(k), etc.)			
Housing Allowance (Military, Clergy, etc.)			
Temporary Aid to Dependent Families (TANF)			
Other Untaxed Income List Source: _____			
TOTAL UNTAXED INCOME			

STEP 5 – CERTIFICATION

I certify that the information on this form is complete and correct to the best of my knowledge. If additional documentation is required, I will submit such documentation or my special circumstance request will be denied. I also understand that if I give false or misleading information, I may be fined, jailed, or both. I understand that the Office of Financial Aid may later request copies of my 2012 Federal Tax Returns to verify the information submitted for my 2012-2013 special circumstances request and adjustments may be made to my financial aid award at that time.

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE

This form and supporting documentation can be submitted to the Financial Aid Office by mail, fax, or email.

Mail: Office of Financial Aid
Lawrence University
711 E Boldt Way SPC 32
Appleton, WI 54911
Fax : (920) 832-6582
Email: financial.aid@lawrence.edu