



For Office Use Only:

Original EFC: _____
 ___ Eligible for processing
 Adjusted EFC: _____
 ___ Not Eligible for processing

Student's Name:

CCBC ID #:

**2008-2009 Professional Judgment
Special Circumstances Request Form**

The following forms must be submitted for every category:

- **Personal letter of explanation from student detailing the reason(s) for special consideration**
- **A signed copy of the 2007 tax return (including parents/spouse if applicable) & copies of ALL W-2's**
- **2008-2009 Verification Worksheet (available at the Financial Aid Office or on the CCBC website)**

Please select the reason for your special circumstances request and provide the additional forms required for your specific situation:

- _____ **1. Unemployment or change in employment resulting in a substantial reduction of the adjusted gross income in 2008.**
- Dated letter of termination (if applicable)
 - Unemployment compensation information
 - All year to date pay stub(s) for student and student's spouse/parent (if applicable) for 2008.
- _____ **2. Divorce or Separation**
- Copy of divorce or separation agreement OR proof of separate living arrangements
 - Copies of all W-2's to separate income
- _____ **3. Death of a spouse/parent**
- Copy of the death certificate.
 - Copies of parents' W-2's
- _____ **4. Disability of student or spouse/parents.**
- Doctor's statement detailing length and type of disability.
- _____ **5. Unusual Medical Expenses**
- Copies of all medical expenses paid out of pocket (not covered by insurance) in 2008
- _____ **6. One-time income (examples: inheritance, moving expense allowance, back-year Social Security payments, or IRA or pension distribution).**
- Statement from source (on letterhead) that this is a one-time payment
 - Dated letter of termination (if applicable)
- _____ **7. Loss of untaxed income (i.e. child support, social security or welfare benefits)**
- Dated letter of termination of benefit on letterhead (if applicable)
- _____ **8. Other special circumstances not indicated above.**
- Provide appropriate documentation

*******COMPLETE ESTIMATED 2008 INCOME WORKSHEET ON BACK*******

