

Request for Special Circumstance Review 2018-2019 Academic Year

Student's Name: _____ MassBay ID#: _____

Parent's Name (if applicable): _____

1. Will your income and/or your spouse's or parents' income be less in 2018 than in 2016?

Yes No
2. Please report the date the change took place and then check the appropriate reason below.

DATE OF CHANGE: _____

<input checked="" type="checkbox"/>	Below	
		Unemployment or change in employment
		Divorce/separation
		Disability of student, spouse or parent
		Death of spouse or parent
		Unusual medical expenses
		One-time adjustments to income (e.g. back paid Social Security, IRA or pension distribution)

Required Documentation to submit with this form:

1. A separate typed letter explaining your special circumstances in detail.
2. Income Tax Documentation: *(If you do not have either document below please explain why, in your letter explaining your special circumstance.)*
 - 2016 Federal Tax Return Transcripts for tax filers or a Verification of Non-Filing letter from the IRS **AND**
 - 2017 Signed Federal Income Tax Return
3. Supporting documentation related to your circumstance. *Examples:* last pay stub, unemployment forms, layoff notice, current paystub - if re-employed (include spouse's most recent paystub if married), court papers, doctor's note, disability claim, death certificate, etc.)
4. Standard Verification Worksheet for the 2018-2019 academic year.

Please Note: We **WILL NOT process your request without a complete form and proper documentation. Failure to provide the requested documentation will result in a delay and/or possible denial regarding the processing of your review request.*

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<u>Anticipated Income for 01/01/2018 to 12/31/2018</u>	<u>Actual 01/01/18 -Today</u>	<u>Estimated Today -12/31/18</u>	<u>Total</u>
Student's wages, salaries, tips (including severance pay, disability payments and other income from work)			
Spouse's salaries, tips (including severance pay, disability payments and other income from work) – if applicable			
Father's wages, salaries, tips (including severance pay, disability payments and other income from work) – if applicable			
Mother's wages, salaries, tips (including severance pay, disability payments and other income from work) – if applicable			
Unemployment Benefits			
Social Security Benefits			
Alimony and/or child support			
Other Untaxed income (e.g. Workers' Compensation)			
Total Anticipated Income for 2018			

***Do not leave blank boxes above! If it is zero, please write zero or not applicable.
Incomplete forms will result in a denial.***

My signature certifies that the information provided above is true. I agree to provide additional proof of the information, if requested.

Student's Signature Date

Parent's Signature Date