



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

2010 - 2011 Special Circumstance Form

Last Name First Name M.I.

Date of Birth PVAMU Student Identification Number
Number provided by the Office of Admissions. This is not your SSN.

Home Phone Number _____ Work Phone Number _____

Federal regulations allow a financial aid administrator to consider unusual circumstances that may affect a student's financial aid award(s). Examples of special circumstances include divorce, death, change or loss of employment, disability or receipt of one-time income after the Free Application for Federal Student Aid is processed. You must complete **Step One** and **Step Two**, submit a brief explanation detailing your special circumstance.

Unemployment or change of employment status

Student Spouse Father Mother

Documents required:

- 2010-2011 PVAMU Verification Worksheet and supporting documents
- Letter from previous and/or current employer (on company letterhead) stating:
 - Last date of employment
 - Reason for unemployment
 - 2010 earnings up to last date of employment
- Statement from Unemployment Office
- Retirement pay statement

Note: You must be unemployed for eight (8) consecutive weeks prior to completing this form.

Divorce/Legal Separation

Student/Spouse Father/Mother

Documents required:

- 2010-2011 PVAMU Verification Worksheet and supporting documents
- A copy of the divorce decree OR a letter from the attorney verifying the separation date
- 2009 W-2's for all parties

Step One - Please Complete

Death

- Spouse Father Mother

Documents required:

- 2010-2011 PVAMU Verification Worksheet and supporting documents
- A copy of the death certificate and/or obituary
- 2009 W-2s for all parties

Disability

- Student Spouse Father Mother

Documents required:

- 2010-2011 PVAMU Verification Worksheet and supporting documents
- A letter from the physician stating the nature and date of the disability
- Documents supporting Social Security benefits expected in 2010

Loss of benefits and/or untaxed income

- Student Spouse Father Mother

Documents required:

- 2010-2011 PVAMU Verification Worksheet and supporting documents
- Documentation certifying loss of a benefit or untaxed income

Estimated income for the 2010 calendar year January 1, 2010 - December 31, 2010

Note: Write in zero (0) if any item(s) does not apply

TAXABLE Student Spouse Father Mother

Person Affected: _____ Person Affected: _____

Wages	\$ _____	Wages	\$ _____
Unemployment benefits	\$ _____	Unemployment benefits	\$ _____
Pensions	\$ _____	Pensions	\$ _____
Alimony	\$ _____	Alimony	\$ _____
Other taxable income	\$ _____	Other taxable income	\$ _____

Step Two - Please Complete

Untaxable

Social Security Benefits \$ _____
Aid to Families with
Dependent Children \$ _____
(AFDC)
Child support received \$ _____
Untaxed income/benefits \$ _____
Current Cash and savings \$ _____

Student Signature

Parent Signature (for dependent student only)

Untaxable

Social Security Benefits \$ _____
Aid to Families with
Dependent Children \$ _____
(AFDC)
Child support received \$ _____
Untaxed income/benefits \$ _____
Current Cash and savings \$ _____

Date

Date

Return all documents to:
Office of Student Financial Aid
Post Office Box 519; MS 1005
Prairie View, TX 77446
Telephone: (936) 261-1000
Website: pvamu.edu/faid

Allow 10-14 days to process this request.