A. This information is for:  □ student  □ parent(s) of dependent student

If your change in financial circumstances includes one of the following, please check and submit the required documentation. Submit all documentation to: Student Financial Services. Your request is considered incomplete if all required documentation is not submitted. Your request will not be finalized until all documentation is received.

B. Check one of the following and submit all documents:

1. □ You, your spouse, or your parent(s) have lost employment because of termination, layoff, disability, retirement, company closing, plant shutdown.

   **Documents required:**
   - Typed letter of explanation
   - Copy of most recent paystub, typed letter of explanation listing year-to-date earnings from all jobs for you, your spouse, or your parent(s), including those no longer held
   - Copy of Unemployment Benefits Statement for you, your spouse, or your parent(s)
   - Copy of Disability Benefits Statement, if applicable, for you, your spouse, or your parent(s)

2. □ You, your spouse, or your parent(s) have lost some type of untaxed income or benefits. Untaxed income includes: Worker’s compensation, child support and pensions and annuities.

   Name of the person losing benefit: ______________________________________________________________
   Relationship to student: _____________________________________________________________
   Type of benefit: __________________________________________________________ Date lost: ________-_______-_______
   Monthly amount before change: $ ___________________________ Current monthly amount: $ ________________

   **Documents required:**
   - Typed letter of explanation
   - Letter of documentation from the benefit office verifying the effective date, the new benefit rate, and the total benefits received year-to-date.
2014–2015 Special Conditions Request (continued)

3. □ Since you completed the 2014-2015 FAFSA, a divorce or separation has occurred.
   Date of separation/divorce: __________- __________- __________

   **Documents required:**
   - Typed letter of explanation
   - Copy of divorce/separation court documents or signed personal statement explaining your current marital status.

4. □ A spouse or parent is now deceased, but his/her information was reported on the FAFSA.

   **Documents required:**
   - Typed letter of explanation
   - Copy of death certificate or copy of obituary

5. □ Other. Your special circumstances that are not reflected in Examples 1-4. Please attach a detailed statement regarding your circumstances, and provide supporting documentation.

**C. 2014 Projected Year Income Chart**

Please project, to the best of your ability, you and your family’s 2014 income and benefits received or to be received (January 1, 2014—December 31, 2014):

<table>
<thead>
<tr>
<th>2014 PROJECTED YEAR INCOME CHART</th>
<th>FATHER</th>
<th>MOTHER</th>
<th>STUDENT</th>
<th>SPOUSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income earned from work</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other taxable income</td>
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<td></td>
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<tr>
<td>AFDC/ADC</td>
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<tr>
<td>Child support/alimony RECEIVED</td>
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<td></td>
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<tr>
<td>Unemployment benefits</td>
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<tr>
<td>Other untaxed income &amp; benefits</td>
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<tr>
<td>Serverance payments</td>
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<tr>
<td>Cash support</td>
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<tr>
<td>Workers compensation</td>
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<td>Social security benefits</td>
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<tr>
<td>Interest/dividend income</td>
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<tr>
<td>Child support to be PAID</td>
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<tr>
<td>other</td>
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</tr>
</tbody>
</table>

**D. Signatures**

I (We) certify that the information listed on this form is true and complete to the best of my (our) knowledge.

_______________________________       ________________________________
STUDENT’S SIGNATURE             DATE   PARENT’S SIGNATURE         DATE

For Office use only:

Counselor’s recommendation: ________________________________________________________________

Decision: □ Approved □ Denied

Student Financial Services
1 Ferncroft Road
Danvers, MA 01923-0840
978-762-4189 or 781-477-2191
northshore.edu/financial-services