



2016–2017 Special Conditions Request

Student Financial Services • 1 Ferncroft Road • Danvers, MA 01923-0840
978-762-4189 or 781-477-2191

www.northshore.edu/financial-services
sfs@northshore.edu

Required (please print)	SPEC								
Student ID# <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 20px;">N</td> <td style="width: 20px;">0</td> <td style="width: 20px;">0</td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table> Last Name: _____ First Name: _____	N	0	0						<i>This form will allow a financial aid counselor to evaluate a change to your income. Financial need is based on a family's 2015 gross annual income. If your financial status has changed since you filed the FAFSA, we will consider reevaluating your financial need based on your current situation. Once your request is reevaluated you will see the determination on your Pipeline account.</i>
N	0	0							

There are many reasons to submit a special conditions request to reevaluate the FAFSA information you filed. The most common situations are:

- Loss of income from unemployment
- No longer receiving untaxed benefits such as pensions, child support or worker's compensation.
- There is a one-time distribution that is increasing the Adjusted Gross Income for the 2015.
- Divorce or separation
- Death in the family

A special condition does not apply to credit card debt that is owed, the need to make a large purchase such as a car and possible loss of business income for the current year.

The following documents will be needed for the Financial Aid Counselor to complete the review.

- Statement of Change**- This would be a detailed statement of the change in income from 2015 to 2016, the date the change happened and the current situation.
- 1040 Signed Tax Return for 2015 and W2 forms** for the household. This would include the student, spouse and/or parent(s).
- Copy of most recent pay stub(s) for the current year** for the household. This would include the student, spouse and/or parent(s).
- Copy of reduced benefits or loss of benefits letter** for the household. This would include the student, spouse and/or parent.
- Additional Supporting Documentation (optional)** - Attach copies of any relevant supporting documentation (court documents, legal agreements etc.)

The office may ask for additional documentation to complete the review. This will be listed on the student's Pipeline account and/or emailed to their NSCC account.

Certification and Signatures

Each person signing this form certifies that all the information reported is complete and correct. The parent whose information was reported on the FAFSA must sign.

We cannot accept digital signatures.

STUDENT'S SIGNATURE DATE

PARENT'S SIGNATURE DATE