

**Important:  
Please Read First**



## SPECIAL CONDITIONS APPEAL – 2008-2009 SCHOOL YEAR

The Federal Government determines your financial aid eligibility based primarily on the most recent year that a tax return is filed, thus allowing completed documentation of the income reported on the Free Application for Federal Student Aid (FAFSA). This is known as the base year. The base year for the current academic year is 2007.

However, there are circumstances when a student and/or student family's situation changes dramatically from what it was in the base year. At the request of a student, the office of Student Financial Services will review these circumstances and determine if adjustments should be made to the calculation of a student's financial aid eligibility.

*All special conditions must be completely documented. A brief explanation of the circumstances is not enough to justify a change.*

For example, if you and/or a parent have been laid-off, official proof of the layoff must be presented along with the appropriate dates.

**No guarantee.** Reporting a special condition does not guarantee that an adjustment will be made. The Federal Government has strict guidelines that the college must follow in these situations. Both the student's Financial Aid counselor and the Director of Student Financial Services will review these appeals. They may deem that the condition does not fit the spirit of the federal regulations governing financial aid programs. *All decisions made by Student Financial Services will be final.*

**Notification.** The office of Student Financial Services will review your Special Condition appeal on a *chronological basis*. That is, applications and appeals are reviewed in the order of date submission. If the appeal is granted, the student will receive an updated award letter reflecting the change. If the appeal is not granted, the student will be notified as such by letter. Lack of notice means the appeal has not been reviewed as of yet.

**Situations that do NOT qualify as a special condition** include a student who has decided to quit, reduce his or her work hours to attend school and expenses that the family has been paying on a regular basis (household bills, medical expenses, and so on).

**Directions:** Please follow these directions completely. An incomplete Special Conditions appeal will be promptly returned.

1. Complete the Special Conditions form on the next page. Make sure to explain, in detail, the circumstances of your appeal in item 2 (you may need to attach another sheet).
2. Provide documentation of the special condition. For all amounts shown in item 3, official documentation from the appropriate agency/organization/company must accompany this appeal. These documents should verify amounts, dates and other information that are part of your appeal. Appeals without documentation to back up a condition will be rejected by Student Financial Services.
3. Return the Special Conditions Form and all documentation to:

North Shore Community College One Ferncroft Road Danvers, MA 01923-0840
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(Forms and documentation can also be submitted in person at the Enrollment Centers on either the Lynn or Danvers campus)

REQUIRED (PLEASE PRINT)	<i>SPEC</i>
SSN: _____ - _____ - _____	
LAST NAME: _____	
FIRST NAME: _____	

# NORTH·SHORE COMMUNITY COLLEGE

STUDENT FINANCIAL SERVICES  
 One Ferncroft Road, Danvers, MA 01923-0840  
 (978) 762-4189 or (781) 477-2191  
 www.northshore.edu

### Petition for Re-evaluation due to Special Conditions (2008-2009 School Year)

1. This information is for:  Student  Parent(s) of Dependent Student
2. A written statement outlining your extenuating circumstance, with a request for special consideration (attach additional sheet if needed).

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3. Projected change in income from 2007 to 2008. (First, list all applicable amounts for the 2007 calendar year under "2007 Amount" below.. Then, project applicable amounts that you will receive or expect to receive for the entire 2008 calendar year under "2008 Amount" below.)

<u>SOURCE OF INCOME</u>	<u>2007 AMOUNT</u>	<u>2008 AMOUNT</u>	<u>PROVIDE SUPPORTING DOCUMENTATION</u>
Employment 2007	_____	_____	2007 Federal Income Tax form 1040 (A or EZ)
Employment 2008	_____	_____	Year-to-date pay stub/documentation
Unemployment	_____	_____	Unemployment statement
AFDC/ADC	_____	_____	2007 & 2008 Welfare Statement
Cash support	_____	_____	Written statement from benefactor
Worker's Compensation	_____	_____	Copy of Insurance Settlement
Social Security Benefits	_____	_____	2007 Form 1099 (2008 benefits reduction statement)
Child Support Received	_____	_____	Signed statement from spouse
Interest/Dividend Income	_____	_____	2007 1040 form (signed explanation of reduction)
Other	_____	_____	Supporting documentation
<b>TOTAL</b>	_____	_____	

*I certify the information provided in this application is true and correct:*

\_\_\_\_\_  
 Student signature

\_\_\_\_\_  
 Date

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*For Office Use Only*  
 Counselor's Recommendation: \_\_\_\_\_

Directors Decision: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Director of Student Financial Services: Signature: \_\_\_\_\_ Date: \_\_\_\_\_