Request of Review of Special Conditions, 2013-2014
Dependent Students
(unmarried, undergraduate students under the age of 24 who are not veterans, not wards of the court, not orphans, and do not have dependents)

Use this form to let Student Financial Services (SFS) know of significant changes in your parent’s income and resources that occur during the 2013 tax year. You must file the 2013-2014 Free Application for Federal Student Aid BEFORE you complete this form. You may submit this form at any time after you receive a valid 2013-2014 Student Aid Report, but this request must be submitted along with acceptable documentation no later than 60 days before your last date of attendance during 2013-2014 (Fall 2013, Spring 2014, Summer 2014). SFS will consider changes to your parent’s income ONLY. **We will not consider changes to the student’s income.**

Student _____________________________ SID _____________________________

**COMPLETE ALL ITEMS ON THE BASIS OF PARENT(S) INCOME. SEE DEFINITION OF PARENT ON REVERSE.**

1. 2012 Adjusted Gross Income $___________

   *Provide a copy of your parent(s) 2012 U.S. Income Tax Return*

2. 2012 Other Income $___________

   *Child Support, Disability Income, Pension Income*

3. 2013 Projected Income. See reverse for samples of acceptable verification. Verification of all year-to-date income is REQUIRED.

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Untaxed Income</th>
<th>TOTAL INCOME</th>
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<tbody>
<tr>
<td>Jan – Mar 2013 $___________ $___________ = $___________</td>
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<tr>
<td>April – June 2013 $___________ $___________ = $___________</td>
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<td>July – Sept 2013 $___________ $___________ = $___________</td>
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<tr>
<td>Oct – Dec 2013 $___________ $___________ = $___________</td>
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   **TOTAL INCOME** $___________ $___________ = $___________

4. Mother/Stepmother’s 2013 income will be substantially less than 2012 income due to:

   ____ job termination. Attach employer’s statement.
   ____ job lay-off. Attach employer’s statement.
   ____ job change. Attach employer’s statement.

   Effective date of job termination, job lay-off, or job change. _______________

   ____ illness. Attach medical statement(s)

   Date of illness _______________

   ____ other (explain) __________________________________________

   **continued on reverse**
5. Father/Stepfather's 2013 income will be substantially less than 2012 income due to:

___job termination. Attach employer's statement.
___job lay-off. Attach employer's statement.
___job change. Attach employer's statement.

Effective date of job termination, job lay-off, or job change. ______________________

___illness. Attach medical statement(s)

Date of illness ______________________

___other (explain) ________________________________________________

Provide a written summary explaining how the circumstances mentioned above will adversely affect
the ability of the parent(s) to pay for the student's UNA educational expenses from 2012 income or
resources. Some examples of special circumstances include, but are not limited to, the following:

- If you presently have no income, how are you meeting the basic necessities of life, i.e., housing, food,
clothing, transportation, for your family? Provide an annual value for the benefits being provided to you.
- If your current income has been substantially reduced from the year before, how are you meeting the basic
necessities of life, i.e., housing, food, clothing, transportation, for your family?
- Are you living with someone who is providing to you and your family the basic necessities of life? Explain
and provide a value for the benefits being provided to you.
- Unusually large medical expenses NOT PAID BY MEDICAL INSURANCE. We will consider the amounts
YOU ACTUALLY PAID, not the amount you owe to the doctor(s) and hospital(s).
- If you received a lump-sum settlement from a retirement account or inheritance and you spent the money for
the basic necessities of life, please explain. We may or may not make an adjustment to your eligibility for
Federal Student Aid on the basis of the money you spent to sustain your lifestyle.
- If you have experienced a marital separation that caused a substantial reduction in your household income,
please explain. Provide a copy of the separation agreement.
- If you have suffered personal financial losses as a result of wind storms, fire, floods or other natural disasters
that were not covered by insurance, please explain. Provide a copy of the insurance claim form or accident
report.
- If the death of your spouse caused a substantial reduction in your household income, please explain.
Provide a copy of the death certificate.
- If you or your spouse, if you are married, suffered an accident on the job that caused a substantial reduction
in the household income, please explain and provide a copy of the accident report or employer statement
detailing the period of your absence.

Definition of PARENT: For financial aid purposes, if your birth parents are divorced or separated, parent is the parent
with whom you lived MOST in 2012. If that parent is married, you MUST include information about your stepparent in
your financial aid application and on this form. You are to provide information for biological parents or adoptive
parents ONLY. DO NOT provide information for foster parents, legal guardians, or grandparents.

Please Note
We will not make adjustments or recalculations to Federal Student Aid on the basis of recurring costs such as utilities,
credit card expenses, allowances to children, mortgage payments, vehicle payments, tuition for private school, medical
costs you owe, and other lifestyle expenses which you choose.

Acceptable Documentation of 2013 Income
a recent paycheck stub which includes 2013 year-to-date earnings
a recent statement from employer of 2013 year-to-date earnings
a statement from agency (i.e., Social Security) of 2012 benefits
a signed copy of your 2012 U.S. Income Tax Return

Student Signature ___________________________ Date __________________