



Southeastern Illinois College
 Financial Aid Office
 3575 College Rd.
 Harrisburg, IL 62946
 Phone: (618) 252-5400
 Fax: (618) 252-3062
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2023-2024 Special Circumstances Student

Complete this form **AFTER** receiving the **2023-2024** Student Aid Report. If you have been chosen for verification, that process must be completed **BEFORE** this Special Circumstance appeal is considered. **ALL DOCUMENTATION REQUESTED** must be delivered to the address above. Failure to supply documentation will delay your appeal. Appeals are reviewed weekly. You will be notified in writing of the decision. This form **MUST** be completed, signed and dated by the student. ***If submitting after December 31, 2023, submit 2023 W-2 Wage and 2023 U.S. Federal Tax Return.***

Section A- Student Information (Please print clearly)

| | | | |
|-----------|------------|----------|-------------------|
| Last Name | First Name | M.I | Student ID Number |
| Address | | | Date of Birth |
| City | State | Zip Code | Phone Number |

Section B- Financial Information

Number of family members in 2023-2024 (include student, student’s spouse, and dependents): _____

Number of family members in college at least half-time during 2023-2024 (include student): _____

Reduction or loss of income from work in 2022: Student (or spouse) lost his/her job or has reduced hours or salary at current employment. The decrease in income must be at least \$2,000 and at least 20% of total income to be considered. Date of termination/layoff or change income: _____

Provide appropriate documentation:

- Documentation of change in employment from employer(s) on company letterhead specifically stating the date of termination/layoff.
- All final pay stubs and most recent pay stubs from any current employment for student and spouse.
- Documentation of maximum unemployment benefits received/to be received.
- Proof of severance pay received, 401k, IRA, stocks/bonds, pensions, or other assets converted to cash.
- Recent check stub, disability verification, or other documentation to support loss of income.

Reduction or loss of other taxable income/benefits in 2022: Student (or spouse) has experienced loss in unemployment benefits, alimony, or other taxed income. The decrease in income must be at least \$2,000 and at least 20% of total income to be considered.

Provide appropriate documentation:

- Proof of the amount and type of income lost.
- A copy of the current pay statement showing gross year to date wages from each job worked for student and spouse (if applicable).

Reduction or loss of untaxed income/benefits in 2022: Student (or spouse) has experienced loss in child support, veteran’s noneducation benefits, workers compensation, or other untaxed income.

Provide appropriate documentation:

- Submit proof of the amount and type of untaxed income lost.
- Provide a copy of the current pay statement showing gross year to date wages from each job worked for student and spouse (if applicable).

Section D- Expected Total Income and Benefits Table

Please report your and your household’s projected taxable and untaxed income for 2023, including business income, rental income, pension, 401k/IRA distributions, social security, disability, child support, spousal support, and all other types of income. Answer each line with the gross amount or “zero” if it does not apply. ***This form will not be processed if incomplete.***

| TAXABLE INCOME FROM WAGES January 1, 2023-December 31, 2023 | STUDENT | SPOUSE (IF APPLICABLE) |
|---|---------|------------------------|
| Gross wages earned today’s date | | |
| Estimate anticipated wages | | |
| OTHER TAXABLE INCOME | | |
| Unemployment Compensation | | |
| Severance, Paid Time Off, or Vacation Pay out (not included in gross wages) | | |
| Social Security Income | | |
| Taxable Disability Income | | |
| Taxable Pension | | |
| Interest/Dividend Income | | |
| Business Income, Rents, Royalties, and/or Annuities | | |
| Maintenance/support from spouse (if separation/divorce) | | |
| Taxable income from 401k disbursements or other existing assets | | |
| Other taxable income (survivor benefits, lump sum payment, etc.) | | |
| TYPES OF UNTAXED INCOME | | |
| Workers Compensation | | |
| Child support Received for all members of your household | | |
| Housing allowance for military or clergy | | |
| Untaxed pension | | |
| Untaxed disability income | | |
| Other untaxed income | | |
| TOTAL 2023 INCOME FROM ALL SOURCES | | |

Section E- Signatures

I certify the information on this Special Circumstances Form and documentation are true, accurate, and complete to the best of my knowledge. I understand my appeal will not be considered until all supporting documentation is provided.

Student signature

Date