

## 2019-2020 Special Conditions Form (FY18)

Student Name: \_\_\_\_\_ Heidelberg OASIS ID: \_\_\_\_\_

Parent Contact Information:

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Note: Before you can be considered for an appeal, you must have already filed your 2019-2020 Free Application for Federal Student Aid (FAFSA).

The Higher Education Amendments (HEA) of 1994 gave financial aid administrators the authority to make adjustments to an individual student's federal aid application based on special circumstances within the household. The Heidelberg University Financial Aid Staff will review and, when appropriate, make adjustments to a student's state and federal aid when a student, spouse, or parent has demonstrated special circumstances. All requested documentation must be received, along with this form, before a review will occur.

Please indicate with an "x" the reason for your change of income. Mark all that apply. Be sure to complete the "Estimated 2018 Income Benefits" section.

### Reduction of Income:

Action resulting in the loss of income must have occurred **at least 10 weeks prior** to special circumstance request.

- |  |  |
|--|--|
| <input type="checkbox"/> Layoff, plant closing, reduction of hours, termination or retirement. Provide a letter from employer stating effective date and anticipated return (if applicable). | <input type="checkbox"/> Child Support. Provide a letter or court document stating termination date of benefit.                            |
| <input type="checkbox"/> Alimony. Provide court document(s) stating termination date of benefit.   | <input type="checkbox"/> Worker's Compensation. Provide a letter from Bureau of Worker's Compensation stating termination date of benefit. |
| <input type="checkbox"/> Unemployment. Provide a letter from the unemployment office stating termination date of benefit.  | <input type="checkbox"/> Change in Employment. Provide letter explaining change and complete estimated income on back.                     |

### Disability:

Provide a letter from a doctor stating the disability date and prognosis for returning to work. Attach a letter verifying disability benefits from Social Security, Worker's compensation, employer or other agency.

### Separation/Divorce/Death:

Provide a copy of the separation agreement, divorce decree, or death certificate if you have incurred a separation, divorce, or death since filing your 2019-2020 FAFSA. Include persons for whom you/your custodial parent will provide more than half support between July 1, 2019 through June 30, 2020 and persons who will attend college at least half-time (6 credit hours).

Number in household in 2019-2020: \_\_\_\_\_. Number in college in 2019-2020: \_\_\_\_\_.

### Other Unusual Expenses Paid:

PLUS (Parent Loan for Undergraduate Students). Verify monthly obligation by attaching copy of payment coupon or monthly statement.

Unusual Medical and Dental Expenses. Expenses are considered unusual if they exceed 11% of the family's income. Please attach photocopy of the 2018 Schedule A for excessive medical expenses.



310 E. Market St. | Tiffin, OH 44883  
419.448.2293 | financial-aid@heidelberg.edu

**COMPLETE BOTH SIDES**

**Estimated 2018 Income Benefits:**

Using the chart below, enter the total yearly income that you and your parents or spouse expect to receive from January 1, 2018 through December 31, 2018. If an answer is none, use "0".

<b>Taxable Income</b>		<b>Non-Taxable Income</b>	
	Estimated 2018		Estimated 2018
Wages, salaries, tips:			
Father \$	_____	Child Support Received by All	\$ _____
Mother \$	_____	Members of the Family	
Spouse \$	_____	IRA Contributions	\$ _____
Self/Student \$	_____	Payments to tax-deferred	\$ _____
Pensions & Annuities	\$ _____	pension plans	
Interest and Dividend Income	\$ _____	Any other non-taxable income	\$ _____
Unemployment	\$ _____	i.e., worker's compensation	
Any Other Taxable	\$ _____	<b>TOTAL Non-Taxable Income</b>	\$ _____
(i.e., pension/severance pay)			
<b>TOTAL Taxable Income</b>	\$ _____		

---

**Certification Statement:**

I/We certify that all information and documentation that I/we have provided pertaining to this appeal is true and complete.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
*required for dependent students*

---

The Office of Financial Aid will review this appeal. You will be notified via email of the decision. Supporting documentation requested must be attached to this appeal. Return completed form with attachments to:

**Office of Financial Aid**

Heidelberg University

310 E. Market St.

Tiffin, OH 44883

(T) 419.448.2293

(F) 419.448.2296



310 E. Market St. | Tiffin, OH 44883  
419.448.2293 | financial-aid@heidelberg.edu