

**DUTCHESS COMMUNITY COLLEGE OFFICE OF FINANCIAL AID**  
**2010-2011 EXTENUATING CIRCUMSTANCE FORM**

Student Name: \_\_\_\_\_ I.D.#: A \_\_\_\_\_

When completing the Free Application for Federal Student Aid (FAFSA) for the 2010-2011 academic year, a family is asked to provide actual 2009 taxable and non-taxable income. A family who expects its 2010 income to be *considerably* less than was reported on the FAFSA for 2009 should complete the form below and submit to the DCC Office of Financial Aid along with **a letter of explanation and appropriate documentation that supports the extenuating circumstance. Evaluation of this application can take a minimum of 6-8 weeks from the time of submission.**

*Please note: Extenuating Circumstance Applications submitted without required supporting documentation and letters of explanation will not be considered. Submittal of an Extenuating Circumstance Application does not guarantee that the student's financial aid will be adjusted.*

**Section A** *I am filing an Extenuating Circumstance Application as a result of:*

<b>Loss of Employment</b> <input type="radio"/> Parent <input type="radio"/> Student <input type="radio"/> Spouse	<b>Last date of Employment</b>  ____/____/____ MM DD YYYY	<b>Required documentation</b> <ul style="list-style-type: none"> <li>• Letter of explanation from student/parent</li> <li>• Copy of last pay stub for each job held</li> <li>• Proof of unemployment income</li> <li>• Letter of termination</li> </ul>
<b>Substantial reduction in income from work</b> <i>Note: Loss of overtime will not be considered</i> <input type="radio"/> Parent <input type="radio"/> Student <input type="radio"/> Spouse		<b>Required documentation</b> <ul style="list-style-type: none"> <li>• Letter of explanation from student/parent</li> <li>• Copy of most recent pay stub showing income</li> </ul>
<b>Reduction in or loss of benefit</b> (e.g. Unemployment, Worker's Comp, Child Support) <input type="radio"/> Parent <input type="radio"/> Spouse <input type="radio"/> Spouse	 ____/____/____ MM DD YYYY <i>Date</i>	<b>Required documentation</b> <ul style="list-style-type: none"> <li>• Letter of explanation from student/parent</li> <li>• Notice of cancellation of benefits/income</li> </ul>
<b>Death</b> <input type="radio"/> Parent <input type="radio"/> Spouse	<b>Date of Death</b>  ____/____/____ MM DD YYYY	<b>Required documentation</b> <ul style="list-style-type: none"> <li>• Copy of death certificate</li> </ul>
<b>Separation/Divorce</b> <input type="radio"/> Parent <input type="radio"/> Spouse	<b>Date of Sep/Div</b>  ____/____/____ MM DD YYYY	<b>Required documentation</b> <ul style="list-style-type: none"> <li>• Copy of legal separation</li> <li>• Copy of divorce degree</li> </ul>
<b>Medical Expenses</b> Excessive bills not covered by insurance		<b>Required documentation</b> <ul style="list-style-type: none"> <li>• Proof of payments</li> <li>• Letter of explanation from student/parent</li> </ul>

<b>Other circumstance not covered on this form</b>  <hr/>	<b>Required documentation</b> <ul style="list-style-type: none"> <li>• Letter of explanation from student/parent</li> <li>• Any supporting documentation</li> </ul>
---	---

**Section B**

\_ I have included copies of student/spouse/ parents' 2009 Federal Tax Return, including W-2 forms  
 \_ I have submitted the 2010-2011 Verification Worksheet  
 Please complete all fields. Use \$0 for any fields that do not apply

**EXPECTED INCOME FROM JAN 1, 2010 UNTIL DEC 31, 2010**

Income Source	Father	Mother	Student	Spouse
Income earned From work	\$	\$	\$	\$
Unemployment Benefits	\$	\$	\$	\$
Child Support Received	\$	\$	\$	\$
Veteran's Benefits	\$	\$	\$	\$
Severance Pay	\$	\$	\$	\$
Other Income	\$	\$	\$	\$
<b>Total 2010 Income</b>	\$	\$	\$	\$

**Section C Certification** requesting *extenuating circumstance consideration*:

The information provided on this form and supporting documents is true and complete to the best of my knowledge. I agree to provide additional documentation, if requested. **I understand that if at any time the estimates of the 2010 income that I submit on this form change, I will contact the Office of Financial Aid as soon as possible regarding the change.** I understand that Extenuating Circumstance forms submitted without required supporting documentation and letters of explanation will not be considered. I also understand that submittal of an Extenuating Circumstance Form does not guarantee that the financial aid will be adjusted.

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return form with supporting documentation to: Office of Financial Aid, Dutchess Community College, 53 Pendell Rd, Poughkeepsie, NY 12601**

**PLEASE NOTE: SUBMISSION DEADLINE FOR THIS APPLICATION AND ALL SUPPORTING DOCUMENTATION IS DECEMBER 30, 2010.**

Office use only: \_\_\_ Parent Taxes \_\_\_ Student Taxes \_\_\_ Spouse Taxes \_\_\_ Parent W-2(s) \_\_\_ Student W-2(s) \_\_\_ Spouse W-2(s)  
 \_\_\_ Verification Worksheet \_\_\_ Required Documentation \_\_\_ FAFSA \_\_\_ Ext. Circumstance