



Office of Financial Aid
 Dutchess Community College
 Orcutt Student Services Center/ Room 104
 (845) 431-8030/Fax (845) 431-8603
 Email: financial-aid@sunydutchess.edu

2011-2012 EXTENUATING CIRCUMSTANCE FORM

Student Name: _____ I.D.#: A _____

When completing the Free Application for Federal Student Aid (FAFSA) for the 2011-2012 academic year, a family is asked to provide actual 2010 taxable and non-taxable income. A family who expects its 2011 income to be *considerably* less than was reported on the FAFSA for 2010 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:

Loss of Employment <input type="radio"/> Parent <input type="radio"/> Student <input type="radio"/> Spouse	Last date of Employment ____/____/____ MM DD YYYY	Required documentation <ul style="list-style-type: none"> • Letter of explanation from student/parent • Copy of last pay stub for each job held • Proof of unemployment income • Letter of termination
Substantial reduction in income from work <i>Note: Loss of overtime will not be considered</i> <input type="radio"/> Parent <input type="radio"/> Student <input type="radio"/> Spouse		Required documentation <ul style="list-style-type: none"> • Letter of explanation from student/parent • Copy of most recent pay stub showing income
Reduction in or loss of benefit (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>	Required documentation <ul style="list-style-type: none"> • Letter of explanation from student/parent • Notice of cancellation of benefits/income
Death <input type="radio"/> Parent <input type="radio"/> Spouse	Date of Death ____/____/____ MM DD YYYY	Required documentation <ul style="list-style-type: none"> • Copy of death certificate
Separation/Divorce <input type="radio"/> Parent <input type="radio"/> Spouse	Date of Sep/Div ____/____/____ MM DD YYYY	Required documentation <ul style="list-style-type: none"> • Copy of legal separation • Copy of divorce degree

Medical Expenses Excessive bills not covered by insurance	Required documentation <ul style="list-style-type: none"> • Proof of payments • Letter of explanation from student/parent
Other circumstance not covered on this form <hr/>	Required documentation <ul style="list-style-type: none"> • Letter of explanation from student/parent • Any supporting documentation

Section B I must also submit:

I have included signed photocopies of student/spouse/ parents' 2010 Federal Tax Return, including W-2 forms
 I have submitted the 2011-2012 Verification Worksheet

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 2011 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 MAY 1, 2012. THIS DATE COVERS THE 2011-12 ACADEMIC YEAR WHICH INCLUDES FALL 2011, SPRING 2012 & SUMMER 2012.

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