A. What is a request for special consideration?
A request for special consideration is a process that allows a student to report unusual circumstances that may impact his or her ability to afford an education at Columbia College.

B. What types of circumstances may be considered?
Circumstances may be considered if a family’s income substantially changed from 2013 to 2014. Adequate documentation for adjustment must substantiate the special consideration.

- Involuntary loss of employment
- Loss of benefits
- One-time income
- Death
- Extraordinary medical and/or dental expenses
- Extraordinary elementary and/or secondary education expenses

C. What is needed for the application process?
- Completed Parent Request for Special Consideration Form.
- 2014-2015 Verification Documents:
  - Verification worksheets (parent and dependent)
    http://web.ccis.edu/Offices/FinancialAid/forms.aspx
  - IRS retrieval or Tax Return Transcripts, if filed taxes
    http://www.irs.gov/Individuals/Get-Transcript, if filled taxes
  - Income Forms for anyone who didn’t file taxes but worked
  - Any additional documentation supporting the events detailed on your Special Consideration Form and/or documents needed to resolve conflicting information.

- Decreased income: Copy of latest pay stub(s) showing 2014 year to date earnings.
- Current unemployment: Documentation of unemployment insurance benefits.
- Loss of benefits: Documentation of amount of benefits received in 2013, that benefits have ended, and the date that benefits ended. Most recent pay stubs.
- One-time income: Documentation of income received; documentation of it being a one-time income only; explanation of income spent and the purpose of its use; explanation of the amount of fund remaining.
- Death: Death certificate; Income Forms
- Extraordinary Medical and/or Dental Expenses: Documentation of medical bills.
  Documentation must be well organized and must clearly show how much insurance has paid and how much the student and family was required to pay. It is strongly recommended that students create Excel tables showing how much insurance covered, how much they paid and the source of the bill. Bills should be clearly labeled to show how it corresponds with Excel document information. Receipts must document insurance will not pay at a later date. Expenses must have been paid during the 2013 calendar year.
- Extraordinary Elementary and/or Secondary Education Expenses: Documentation of education expenses for 2013 (Higher education expenses WILL NOT be considered. These are taken into consideration elsewhere on the FAFSA.) Documentation that no other source such as a scholarship or grant was used to pay tuition.

D. What documentation is needed?

- If granted: You will be notified via CougarMail. In addition, you will receive a new award letter showing your new award eligibility; you must submit this award letter.
- If not granted: You will be notified via CougarMail. No aid adjustments will be made.
A. Student Information:

B. Parent Information:

C. Explanation for your request for special consideration

Provide a written explanation detailing the reason for your request for special consideration (attach additional page, if additional space is needed).

__________________________________________________________

__________________________________________________________

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__________________________________________________________

Instructions: provide requested information in each section that matches your reason for your request for special consideration. If it does not apply, select “not applicable”.

Be sure to sign the last page and submit all pages of form.

D: Job loss, decrease in income or loss of a benefit

☐ Student or Parent had a job loss or decrease in income

☐ Student or Parent had a loss of a benefit (specify benefit)________________________________________

☐ Not applicable (skip to section E)

<table>
<thead>
<tr>
<th>Enter amounts received or expected to receive from January 1, 2014 through December 31, 2014</th>
<th>Student Estimate for 2014 calendar year</th>
<th>Parent 1 in household Estimate for 2014 calendar year</th>
<th>Parent 2 in household Estimate for 2014 calendar year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unemployment benefits received</td>
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<tr>
<td>Alimony received</td>
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<tr>
<td>Disability benefits</td>
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<tr>
<td>Workers’ Compensation benefits</td>
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<td>Business Income</td>
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<td>Farm Income</td>
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<tr>
<td>Capital Gains</td>
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<td>Rental Income</td>
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<tr>
<td>Social Security benefits</td>
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<tr>
<td>Retirement Income</td>
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<tr>
<td>Child support paid</td>
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<tr>
<td>Child support received</td>
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<tr>
<td>Untaxed income:</td>
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</table>

Additional Information needed:

1. Did Parent 1 receive unemployment benefits in 2013? ☐ Yes ☐ No

2. Did Parent 2 receive unemployment benefits in 2013? ☐ Yes ☐ No ☐ Not applicable
## Student Information:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Student ID</th>
</tr>
</thead>
</table>

### D: Continued: Job loss, decrease in income, or loss of benefit

☐ Not applicable (skip to Section E)

3. List all parent employment information January 1 through December 31, 2014.

<table>
<thead>
<tr>
<th>Parents’ employer:</th>
<th>Currently employed in this job?</th>
<th>If not currently employed, list last date of employment</th>
<th>Parent 1 Estimate earned in this job during the 2014 calendar year</th>
<th>Parent 2 Estimate earned in this job during the 2014 calendar year</th>
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</table>

4. List all student’s employment information January 1 through December 31, 2014.

<table>
<thead>
<tr>
<th>Student’s employer:</th>
<th>Currently employed in this job?</th>
<th>If not currently employed, list last date of employment</th>
<th>Student Estimate of amount earned in this job during the 2014 calendar year</th>
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### E. One-time income received during calendar year 2013

☐ Not applicable

<table>
<thead>
<tr>
<th>Description of one-time income</th>
<th>Explanation of how one-time income was spent and what amount is remaining. Supporting documentation showing proof of income (such as 1099 forms) must be submitted.</th>
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### F. Extraordinary elementary and/or secondary education expenses

☐ Not applicable

*Additional Documentation is required to be submitted with this application if your request is due to elementary/secondary expenses. Please submit:*

1. Documentation of elementary and/or secondary education expenses paid during 2013.
2. Documentation from the elementary or secondary school that no other source such as a scholarship or grant was used to pay tuition.
Student Information:

Last Name

First Name

MI

Student ID

G. Death of a wage earner in your household  ☐ Not applicable

Name of wage earner: ____________________________________________________________

Relationship to student: _______________________________________________________

Additional Documentation required: Please submit the following documentation: Death certificate, 2013 Tax Return Transcript, and both parents’ 2013 Income documents (W2s and 1099 Forms) so income can be adjusted.

H. Extraordinary medical and/or dental expenses  ☐ Not Applicable

Additional Documentation required: Please submit documentation of bills paid during 2013. Documentation must be well organized and must clearly show how much insurance has paid and how much the student and family was required to pay. It is strongly recommended that you create Excel tables showing how much insurance covered, how much they paid and the source of the bill. Bills should be clearly labeled to show how it corresponds with Excel document information. Receipts must document insurance will not pay at a later date.

I. Other: Use this section for situations not listed elsewhere on this form

<table>
<thead>
<tr>
<th>Other (specify below):</th>
<th>Supporting documentation you will submit related to your request (must be submitted to Financial Aid office):</th>
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Be Aware: additional documentation may be required based on your situation. A request for documentation will be sent to the student’s CougarMail after the initial review of your Request for Special Consideration Form.

J. Signatures

I certify that the information provided on this form and accompanying this form are true and complete to the best of my knowledge. I agree to provide additional proof of the information that I have given on this form if asked by the Financial Aid Office.

I also understand the special consideration approval does not impact a student’s aid eligibility for future academic years; students must complete the FAFSA each academic year and if unusual circumstances exist, students must apply for special consideration. Approval of special consideration one year does not guarantee approval in future academic years.

Special consideration requests will be reviewed by the Financial Aid Office. Students will be notified of any information via CougarMail.

Student’s signature ___________________________ Date _____________

Parent’s signature ___________________________ Date _____________