

Instructions for Completion

1. Complete only the sections that apply to your situation and provide all required documentation.
2. Provide all requested signatures. Write student name and SSN across the top of all documents.
3. If additional information is required, you will be notified promptly.

Failure to provide the requested documentation will result in no further processing of this request.

Explanation of Conditions and Additional Required Documents
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A.) Parental loss of employment for more than 10 consecutive weeks in 2011 (This must be a complete loss of employment). **(Only check one condition that applies to your situation and provide the documentation listed.)** Failure to provide the requested documentation will result in no further processing of this request.

- Termination or cessation of employment for _____ weeks in 2011
Acceptable documentation for termination or cessation of employment:
- Notice of termination/cessation from employer
 - Copy of most recent pay stub(s) or statement of earnings to date (both parents if applicable)
 - Notice of application for unemployment compensation (if applicable) and amount received
 - Documentation on all other sources of parent(s) income (taxable and non-taxable)
 - Attending Doctor's statement of disability
 - Notification of Workers' Compensation
 - Employer disability payments
- Disability or natural disaster; unable to earn income for _____ weeks in 2011
Acceptable documentation for disability or natural disaster:
- Date disability resulted in termination of employment
 - Documentation of Official Declaration of Natural Disaster status
 - Copy of most recent pay stub(s) or statement of earnings to date (both parents if applicable)
 - Documentation on all other sources of parent(s) income (taxable and non-taxable)
 - Attending Doctor's statement of disability
 - Notification of Workers' Compensation
 - Employer disability payment

B.) Parental loss of untaxed income or benefit for more than 10 consecutive weeks in 2011

(Only check one condition that applies to your situation and provide the documentation listed). This must be a complete loss of the benefit. The untaxed income or benefit must be from a public or private agency, from a company, or from a person because of court order. Do not include Veterans' educational benefits. Failure to provide the requested documentation will result in no further processing of this request.

- Loss of unemployment compensation for _____ weeks in 2011
Acceptable documentation for loss of unemployment compensation:
- Notice of application for unemployment compensation (if applicable) and amount received
 - Copy of most recent pay stub(s) or statement of earnings to date (both parents if applicable)
 - Documentation on all other sources of parent(s) income (taxable and non-taxable)
- Loss of Social Security benefits for _____ weeks in 2011
Acceptable documentation for loss of social security benefits:
- Notification of loss of benefit from provider of benefit
 - Copy of most recent pay stub(s) or statement of earnings to date (both parents if applicable)
 - Documentation on all other sources of parent(s) income (taxable and non-taxable)
- Loss of Disability benefits for _____ weeks in 2011
Acceptable documentation for loss of disability benefits:
- Notice of termination/cessation from employer
 - Notification of loss of benefit from provider of benefit
 - Copy of most recent pay stub(s) or statement of earnings to date (both parents if applicable)
 - Documentation on all other sources of parent(s) income (taxable and non-taxable)

Loss of Welfare benefits for _____ weeks in 2011

Acceptable documentation for loss of welfare:

- Notification of loss of benefit from provider of benefit
- Copy of most recent pay stub(s) or statement of earnings to date (both parents if applicable)
- Documentation on all other sources of parent(s) income (taxable and non-taxable)

Loss of Court Ordered Child Support for _____ weeks in 2011

Acceptable documentation for loss of court ordered child support:

- Court documents verifying loss and date/conditions of loss
- Copy of most recent pay stub(s) or statement of earnings to date (both parents if applicable)
- Documentation on all other sources of parent(s) income (taxable and non-taxable)

Other _____ for _____ weeks in 2011

C.) You have already filed your Free Application for Federal Student Aid (FAFSA or Renewal FAFSA) and, since that time, your parents have separated or divorced.

Failure to provide the requested documentation will result in no further processing of this request.

Please provide the date your parents separated or divorced _____
Mo./Day/Yr

Acceptable documentation:

- Court documented separation agreement, **OR**
- Divorce decree/settlement
- Documentation to support separate residency (i.e. copy of lease, deed or utility bills.)

D.) You have already filed your Free Application for Federal Student Aid (FAFSA or Renewal FAFSA) and, since that time, a parent has died.

Failure to provide the requested documentation will result in no further processing of this request.

Please provide the date your parent died _____
Mo./Day/Yr

Acceptable documentation:

- Copy of parent's death certificate

Signatures

Certification:

All of the information contained in this application is true to the best of my/our knowledge. If intentionally false or misleading information is provided on this application in an attempt to obtain federal financial aid, I understand that a fine of up to \$10,000, and/or a prison sentence could result.

Print student's name	Student's signature	Date
Print Father's name	Father's signature	
Date		
Print Mother's name	Mother's signature	Date