



**Office of Financial Aid**  
3007 N. Ben Wilson, Suite 110-UW  
Victoria, Texas 77901-5731 Ph: (361) 570-4125  
Fax (361) 580-5555 Toll Free: 877-970-4848 x125

## 2010-2011 Special Consideration Form

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**Deadline to submit:**      **Fall—November 15<sup>th</sup>**                      **Spring – April 15<sup>th</sup>**                      **Summer – June 15<sup>th</sup>**

Please use BLACK INK only.

Last Name	First Name	MI	UHV Student ID Number:
Phone: (        )        -			E-Mail Address:
Cell: (        )        -			
Address			
_____		_____	_____
Street		City	ST      Zip

If you believe there are extenuating circumstances that would affect your ability to pay for educational expenses, you may request that we review your circumstances.

All supporting documentation should be attached to this form. Failure to provide the required documentation will result in a request for additional information and possibly the denial of your appeal by the committee. All information will become a part of your confidential financial aid record, and cannot be returned. Include your UHV Student ID number on all pages of documentation.

You will receive notification from the Financial Aid Office in two to four weeks regarding the status of your appeal. *Appeals submitted at the beginning of a semester may require additional time for review and a response.* Requests will be reviewed by a Financial Aid Counselor and decided on an individual student by student basis. The decision of the Counselor may be appealed to the Director of Financial Aid. The decision of the Director is final.

- The Following Documents are Required for ALL appeals:**
- A detailed letter of explanation.
  - Completed 2010-2011 Verification Worksheet
  - Signed copy of student and/or parent 2009 Federal Income Tax Return
  - Copy of all student and/or parent 2009 W-2's
  - Documentation of all current income not provided on the tax return (i.e. Social Security Benefits, Wages Child Support, VA Benefits, Housing Allowance, etc.)

Please select the appropriate option which reflects your Special Circumstance and attach ALL required documentation.

**1. Cost of Attendance Increase**

- Unusually High Dependent Care Costs**
  - Day care or care provided receipts
  - A letter from the child care facility on letterhead indicating the period of enrollment and the amount paid per child during that period.
  
- Medical/Dental Expenses or Nursing Home Expenses Not Covered By Insurance**
  - Expenses not covered by insurance
  - Documentation of unreimbursed expenses paid in 2009
  
- Computer Purchase**
  - Attach a dated sales receipt outlining the specific item(s) purchases.
  - Maximum amount allowed \$2,150 or actual quote, whichever is less.
  - Only one computer purchase will be allowed per academic career.

**2. Financial Reconsideration**

**Note:** Loss of income due to a return to school is considered a choice, and does not support a financial reconsideration. The change of income in this circumstance will be reflected on the next year's financial aid application.

- Extenuating Medical and/or Dental Expenses** (Any expenses covered by insurance or insurance premiums should not be included.)
  - Receipts of medical or dental expenses in excess of 11% of adjusted gross income incurred during your period of enrollment
  - Federal Income Tax Form, Schedule A (Itemized Deductions)
- Loss of Employment/Income or  A family member is a dislocated worker**
  - Letter from employer documenting the last date of employment
  - A notarized letter from student stating that you are no longer employed
  - Documentation of year-to-date earnings
  - Documentation of unemployment benefits and WIA benefits
  - Actual disability and Social Security Benefits received or to be received
  - Copy of current paycheck stubs
- Divorce or Death of a Spouse/Parent**
  - Copy of Death Certificate
  - Copy of Divorce Decree

**3. Dependency Status Override**

**Note:** Dependent students are required by law to provide parental information and signatures to be considered for financial aid. Occasionally, due to unusual circumstances, students may be considered independent. If you can document why you should be considered independent for some unusual reason, you may petition for a waiver of federal regulations requiring parental information. Reasons that DO NOT qualify for dependency status review are: 1. You do not live with your parents; 2. Your parents do not claim you on their tax return; 3. Your parents do not give you any money; 4. Parents refusal to provide tax information, or 5. The families choice for the student to be self-supporting.

- Dependency Status Override Renewal**
  - Completed 2010-11 Free Application for Federal Student Financial Aid (FAFSA) with parent section left blank.
- New Request for Dependency Status Override**
  - Two supporting letter(s) from non-family members (i.e. teacher, counselor, attorney, social worker, minister, clergy, etc.) on letterhead.
  - Completed 2010-11 Free Application for Federal Student Aid.
- Student becomes homeless**
  - a letter from one of the following:
    - your school homeless liaison
    - an emergency shelter or
    - transitional housing program director
    - youth center

**4. Statement of Explanation:** Provide a statement of explanation for your claim in the space below, or attach a separate sheet if necessary.

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I understand that any fees I may owe the university are due on the date specified, regardless of the status of my appeal.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Financial Aid Personnel Decision:** \_\_\_\_\_

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.