NORTH CAROLINA CENTRAL UNIVERSITY

OFFICE OF SCHOLARSHIPS & STUDENT AID
P.O. Box 19496, Shepard Station, Durham, NC 27707 ~ 919/530-6180 ~ Fax: 919/530-7959

SPECIAL CIRCUMSTANCE FORM FOR 13-14

DEADLINES: **Fall 2013 — June 3, 2013 to August 30, 2013**
Spring 2014 — December 31, 2013 to January 31, 2014

Student's Full Name_____
Banner ID_____**SS#:**_____
Date of Birth (mddyyyy)**:**_____
Address (city, state, zip)_____
_____
Home Telephone No.: _____**/Work Telephone No.:**_____
Email Address:_____

SUMMARY OF SPECIAL CIRCUMSTANCES

Please summarize your special circumstances below and submit this form with appropriate documentation to the Scholarships & Student Aid Office

_____
_____
_____
_____
_____
_____
_____
_____
_____

CERTIFICATION STATEMENT:
All of the information on this form is true and complete to the best of my knowledge. If asked, I agree to provide further proof of the information I have given on this form. I understand that if I purposely give false or misleading information, I may be subject to a fine, prison sentence, or both.

_____ _____
(Student's Signature) (Date)

_____ _____
(Spouse's Signature) (Date)

_____ _____
(Parent's Signature, if Dependent) (Date)

NOTES:
Return this form and the requested documentation to the address listed above to the attention of Sharon Oliver-Special Circumstance, within fifteen days. ***Incomplete forms or partially completed forms will be returned.*** Once your request has been evaluated, you will be notified in writing by the Scholarships and Student Aid Office. Please allow two weeks processing time for a decision.

If your expected family contribution is 0, please do not submit a special circumstance form.

ENTER YOUR 9-DIGIT NCCU ID

INSTRUCTIONS: Indicate all special circumstances that apply and submit all documents required for your special circumstances as listed.

_____1. **Unemployment, retirement, or change of employment status**

_____Student _____Mother _____Father _____Spouse

Documents Required:

- A letter from previous employer (on company letterhead) stating
  1. Last day of employment
  2. 2013 Year-to-date earnings
- A letter from current employer (on company letterhead) stating:
  1. Date of change in employment status (reduction of hours, wages, etc.)
  2. Reason for change in employment status
- Statement from Unemployment Office for 2013 unemployment benefits (if applicable)
- Retirement pay statement for 2013 (if applicable)
- Complete Estimated Income Table for 2013 (on next page)

_____2. **Divorce/Separation**

_____Student _____Mother _____Father _____Spouse

Documents Required:

- A copy of the divorce decree
- Complete Estimated Income Table for 2013 (on next page)

_____3. **Death**

_____Mother _____Father _____Spouse

Documents Required:

- A copy of the death certificate
- 2013 Year-to-date earnings
- Complete Estimated Income Table for 2013 (on next page)

_____4. **Loss of benefits and/or untaxed income**

_____Student _____Mother _____Father _____Spouse

Documents Required:

- Documentation certifying loss of a benefit or untaxed income. If child support and/or alimony, a copy of divorce decree to include settlement agreement
- 2013 Year-to-date Earnings
- Complete Estimated Income Table for 2013 (on next page)

_____5. **One Time Income (examples: inheritance, IRA distribution, back year Social Security payments, capital gain, etc.)**

_____Student _____Mother _____Father _____Spouse

Documents Required:

- Documentation of one-time income including amount, type of income, and date of receipt
- Statement of how funds were spent, invested or rolled over.
- 2013 Year-to-date earnings
- Complete Estimated Income Table for 2013 (on next page)

ENTER YOUR 9-DIGIT NCCU ID

ESTIMATED INCOME FOR 2013 CALENDAR YEAR

If you are divorced or separated, include only your income information. If your parents are divorced or separated, include only your custodial parent's income information. If your custodial parent has remarried include their spouse's information. If the loss of income is due to death of your spouse/parent, include only your income information/surviving parent's information.

Note: Write in Zero (0) if an item does not apply	1/1/2013 – 12/31/2013			
	Father	**Mother**	**Student**	**Spouse**
Taxable Wages, Salaries, Tips	$_____	$_____	$_____	$_____
State Unemployment Benefits	$_____	$_____	$_____	$_____
Pensions	$_____	$_____	$_____	$_____
Alimony	$_____	$_____	$_____	$_____
Other Taxable Income: Specify Source(s)	$_____	$_____	$_____	$_____
XXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX
Untaxable Social Security Benefits	$_____	$_____	$_____	$_____
Aid to Families with Dependent Care (AFDC)	$_____	$_____	$_____	$_____
Child Support Received	$_____	$_____	$_____	$_____
Other Untaxed Income Benefits	$_____	$_____	$_____	$_____
XXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX
TOTAL Anticipated Income	$_____	$_____	$_____	$_____
Cash and Savings	$_____	$_____	$_____	$_____

ENTER YOUR 9-DIGIT NCCU ID