



Financial Aid Office
 West Chester University
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2011-2012 UNUSUAL CIRCUMSTANCES WORKSHEET

Student's Last Name, First Name, MI

Student's WCU ID #

Use this worksheet to provide information concerning unusual circumstances affecting the parents (or Independent student's) ability to pay for college. Do **not** complete this worksheet until after you have confirmation that your 2011-2012 FAFSA has been processed. NOTE: If your federal EFC (expected family contribution) is already "zero" **OR** if you are a Graduate student already receiving the maximum subsidized student loan do NOT fill out this form.

MY EFC from my FAFSA IS: _____

It is WCU policy to require anyone requesting Unusual Circumstance consideration to complete verification. You must obtain the appropriate WCU verification worksheet and all required 2010 tax documents to submit along with this worksheet. If you have already been selected for federal verification and have submitted your documents to WCU you do **not** need to submit them again. Verification must be complete before WCU will process this UC request.

Additionally, a letter of explanation, adequate supporting documentation of projected 2011 income including Year To Date pay-stubs and this worksheet with all signatures are required. This worksheet will not be processed unless a letter of explanation and adequate documentation are attached. Complete only those sections below which apply to you.

PA Residents must contact PHEAA at **1-800-692-7392** or visit www.pheaa.org to apply for an unusual circumstance for purposes of Pennsylvania state grant.

I am a Pennsylvania resident and I have contacted PHEAA in regard to their Income Reduction Form.

Section I

INCOME REDUCTION

Federal Financial aid is based on the income received by your family during the base year, (the last complete tax year). 2011-2012 aid is based on 2010 income. Complete this worksheet to have your FAFSA reconsidered. Note that changes to income will be considered **only** if they will occur in 2010 or 2011.

① Parents of Dependent Students: Complete the Projected Year Income Grid below in Section I, following these guidelines:

- Except as noted below, report projections for both parents. **Attach** Year To Date Pay-stubs.
- If your parents are divorced or separated, give only the information of your custodial parent.
- If the loss of income was due to the death of a parent, give only the information of your surviving parent.

② Independent Students: Complete the Projected Year Income Grid below in Section I, using the following guidelines:

- Except as noted below, report estimates for both you and your spouse. **Attach** Year To Date Pay-stubs.
- If you are divorced or separated, give only your information.
- If the loss of income was due to the death of your spouse, give only your information.

③ If you and/or your spouse's, or parents' income will be unusual for 2010 or 2011, check the appropriate box below:

- Death of a wage earner
- Divorce /Separation
- Disability of a wage earner
- Retirement of a wage earner
- Loss of income, e.g. child support, unemployment benefits or workman's compensation benefits discontinued
- One time change to income, e.g. (early pension withdrawal) or assets, e.g. (savings account for organ transplant)
- Loss of Employment

Enter the date of the change in your situation: ____/____/____

Section I Projected Year (2011) Income Grid					
PARENTS OF DEPENDENT STUDENTS INCOME REDUCTION	Actual 1/1/11 to Today	+	Estimated Today to 12/31/11	=	Projected 2011 TOTAL
Father's Gross Wages / Salary		+		=	
Mother's Gross Wages / Salary		+		=	
Alimony		+		=	
Pension/Retirement Income(NOT Social Security)		+		=	
Unemployment Benefits		+		=	
Other Taxed Income e.g., severance/vacation pay/taxable interest or dividends		+		=	
Disability Income (NOT SSD/SSI)		+		=	
Child Support		+		=	
Other Untaxed Income e.g. Workers compensation		+		=	
Parents' Total Income		+		=	

DO NOT LEAVE BLANKS

INDEPENDENT STUDENT/SPOUSE INCOME REDUCTION	Actual 1/1/11 to Today	+	Estimated Today to 12/31/11	=	Projected 2011 TOTAL
Student's Gross Wages / Salary		+		=	
Spouse's Gross Wages / Salary		+		=	
Alimony		+		=	
Private Pension/Retirement Income (NOT Social Security)		+		=	
Unemployment Benefits		+		=	
Other Taxed Income e.g. severance/unused vacation pay		+		=	
Private Disability Income (NOT SSD/SSI)		+		=	
Child Support		+		=	
Other Untaxed Income e.g., Workers compensation		+		=	
Students Total Income		+		=	

Do **Not** Leave Blanks! Enter Zeroes if income is not being received. Attach documentation and sign this form in Section VI.

SECTION II UNUSUAL HEALTH CARE EXPENSES
① The need analysis formula accounts for a nominal amount to be spent on health care expenses each year. If you paid out-of-pocket (<i>not reimbursed by insurance</i>) health care expenses of less than \$2,000 in 2010, do NOT file this form.
② If your unreimbursed , health care expenses paid were \$2,000 or more in 2010, attach your 2010 federal income tax return including Schedule A and a letter of explanation. Adjustments will be made only for expenses you documented on your 2010 Schedule A. If you were not able to file Schedule A, provide an itemized printout from each medical provider.

