



2023-2024 SPECIAL CIRCUMSTANCE

Student Name: _____ ICC Student ID: _____

The Department of Education requires that a family's 2021 income is used to assess financial need for the 2023-2024 aid year. If your family's 2022 calendar year income is lower due to a special circumstance, a financial aid administrator may be able to use the 2022 income to assess financial need. Please complete this form to report changes in the financial circumstances that will severely limit the ability of your family to contribute toward your 2023-2024 college costs.

IF THIS FORM IS NOT FILLED OUT COMPLETELY AND IF ALL THE INFORMATION IS NOT SUBMITTED THIS FORM CANNOT BE PROCESSED
If this form is submitted after January 1, 2024, a signed 2023 tax return and W-2s must be attached.

Please check the categories that apply to the student/spouse/parent(s) and complete the Expected Income and Benefits Table.

Unemployment or change of employment: Student/Parent(s)/Spouse must have earned money in 2022, 2023, and lost job involuntarily for at least 8 weeks in 2023.

Required Documentation

- A signed copy of student's and/or student's spouse and/or your parent's 2021 IRS Federal Tax Return, W-2's and a copy of student's and/or student's spouse, and/or your parent's 2021 IRS tax transcript if they did not use the IRS retrieval on the FAFSA.
- A signed copy of student's and/or student's spouse, and/or your parent's 2022 IRS Federal Tax Return and W-2's and a copy of student's and/or student's spouse, and/or your parent's 2022 IRS tax transcript.
- Submit a copy of the letter of separation/termination or letter from student's/spouse/ parent's previous employer on company letterhead stating effective date and the circumstances under which they left their employment.
- Last or current paycheck stub showing year-to-date earnings for your parent(s) from each job worked 2022 and 2023.
- Unemployment benefit summary stating the last day worked
- Verification of unemployment and amounts of unemployment benefits received
- Verification of disability and amount of benefits received.

Death of a Parent or Spouse

Required Documentation

- Copy of death certificate
- A signed copy of student's spouse or parent's 2021 IRS Federal Tax Return and W-2's and a copy of student's spouse or parent's 2021 IRS tax transcript if they did not use the IRS retrieval on the FAFSA.
- Signed copy of student's spouse or parent's 2022 IRS Federal Tax Return and W-2's and a copy of student's spouse or parent's 2022 IRS tax transcript

Divorce or Separation of Parent or Spouse

Required Documentation

- Copy of separation or divorce decree (indicating date of separation/divorce), if legal documentation cannot be provided, spouse or parent must submit a signed statement with the details of separation, living arrangements and date of separation.
- A signed copy of student's spouse or parent's 2021 IRS Federal Tax Return and W-2's and a copy of student's spouse or parent's 2021 IRS tax transcript if they did not use the IRS retrieval on the FAFSA.
- A signed copy of student's spouse or parent's 2022 IRS Federal Tax Return and W-2's and a copy of student's spouse or parent's 2022 IRS tax transcript

Medical and dental expenses that exceed 12% of your parent's or spouse's total income

Required Documentation

- 2021 1040 Schedule A
- Provide copies of cancelled checks or paid receipts for expenses paid in 2021 that were not reimbursed by insurance.
- A signed copy of your parent's 2021 IRS Federal Tax Return and W-2's and a copy of your parent's 2021 IRS tax transcript if they did not use the IRS retrieval on the FAFSA.

A situation you feel warrants consideration for special circumstances (loss of a benefit; i.e. child support, social security for a surviving dependent, unemployment, disability, workman's comp, or other)

Required Documentation

- Provide written explanation and supporting documentation
- A signed copy of student's and/or student's spouse and/or your parent's 2021 IRS Federal Tax Return and W-2's and a copy of student's and/or student's spouse and/or your parent's 2021 IRS tax transcript if they did not use the IRS retrieval on the FAFSA.
- A signed copy of student's and/or student's spouse and/or your parent's 2022 IRS Federal Tax Return and W-2's and a copy of student's and/or student's spouse and/or your parent's 2022 IRS tax transcript.

EXPECTED TOTAL INCOME AND BENEFITS TABLE: January 1, 2023 through December 31, 2023

WAGES FROM WORK FOR STUDENT/SPOUSE/PARENT(S) (If it does not apply enter "0" or "N/A")	Actual Income from 1/1/2023 to today	Estimated Income from today to 12/31/2023
Student Gross Wages (provide most recent pay statement)		
Spouse Gross Wages (provide most recent pay statement)		
Parent 1 Gross Wages (provide most recent pay statement)		
Parent 2 Gross Wages (provide most recent pay statement)		
OTHER TAXABLE INCOME		
Unemployment Gross Income to date and anticipated in 2023		
Severance, Paid Time Off or Vacation Pay Out (if not included in gross wages)		
Social Security Income (provide gross monthly statement)		
Taxable Disability Income (provide gross monthly statement)		
Taxable Pension (provide gross monthly statement)		
Interest/Dividend Income (please anticipate any type of asset income you are required to report on your 2022 Federal Tax return)		
Business Income, Rents, royalties and/or annuities		
Maintenance/Support received in 2023 if separated/divorced		
Taxable income from 401K disbursement or other existing assets (include year to date gross disbursements and anticipated disbursements)		
Other taxable income such as survivor benefits, lump sum payout, etc. (list the source)		
TYPES OF UNTAXED INCOME		
Housing allowance for military or clergy (Contract or LES statement)		
Workers Compensation (provide gross monthly statement)		
Untaxed Disability Income (provide gross monthly statement)		
Child Support received for all members of your household		
Untaxed pension (provide gross monthly statement)		
Other Untaxed Income (list the source)		

Written explanation of circumstances:

(if additional space is needed, please attach another sheet of paper with your name and your ICC student ID number listed at the top)

I certify that the information provided on this form and the attachments are true and complete to the best of my knowledge.

FEDERAL WARNING: If you purposely give false or misleading information on this form; you may be fined, be sentenced to jail, or both.

Print Student Name: _____ ICC Student ID: _____

Student Signature (Required) Date

Parent of Dependent Student Signature (Required if DEPENDENT) Date

Student's Spouse Signature (Optional) Date

It is the policy of this College that no person, on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, or veteran's status, shall be discriminated against in employment, in educational programs and activities, or in admission. Inquiries and complaints may be addressed to the Compliance Officer, Diversity Department.