

2012-2013 INDEPENDENT Student Special Circumstance Application

One-Time Income Distribution

This Special Circumstance Application is designed to aid students with specific situations that are not reflected on the FAFSA. **Before this application is reviewed, verification of the FAFSA must be complete.** Once the verification process is complete, applications are reviewed by a Committee and adjustments are made based on federal and state regulations. *Please note that changes made as a result of this application may or may not result in additional aid.* Decisions of the Committee are final.

Instructions:

- 1. Complete the 2012-2013 INDEPENDENT Verification Worksheet.
- 2. Request and submit a copy of your and your spouses' 2011 IRS Tax Return Transcript.
- 3. Complete and sign this Special Circumstance Application and turn in any supporting documents required to verify special circumstance including a personal statement.
- 4. Submit forms and documentation <u>at the same time</u> by fax, mail, or in person to the Financial Aid Office.
- 5. **Allow a minimum of 2 weeks for processing.** You will be notified by mail once a decision has been made.

STUDENT INFORMATION	
Student's Full Name	ODU Student ID Number
Student Phone Number (Including Area Code)	Student Daytime Phone Number
REASON FOR FILING – One-time income distribution i	in 2011 (i.e., 401k withdrawal, etc.)
 Indicate amount of the one-time income distribution i 	n 2011:
 Required Documentation: Statement from bank/instit personal statement the source and amount of the fund funds are remaining. 	tution indicating the withdrawal; include in your
PERSONAL STATEMENT	
 Attach a personal statement to this application explain 	ning the details of your specific situation.
I certify all information included with this form is true and coadditional documents may be requested to verify my circums	
Student's Signature:	Date: