

Parent Change In Circumstance Form (PCCF)

2009 - 2010

UNC Asheville Office of Financial Aid ♦ One University Heights ♦ University Hall CPO# 1330 ♦ Asheville, NC 28804 ♦ (828) 251-6535

www.unca.edu/financialaid

Student's Name _____

Student ID # _____

9 3 0 _____

Student's UNC Asheville Email Address _____

Student's Phone Number _____

(_____) _____ - _____

FOR DEPENDENT STUDENTS:

Many students feel that they, and their families, may have a special circumstance that could change their eligibility for financial aid. There are a limited number of situations that qualify as a special circumstance according to federal financial aid regulations. If your parent(s) situation has significantly changed from the information you provided on the 2009-2010 FAFSA, and the situation falls into one of the categories listed in SECTION 2 of this form, you may submit this completed form along with the required documentation. Mail all documentation to the financial aid office at the address listed above.

The review process begins with an evaluation of the accuracy of the information you submitted on your Free Application for Federal Student Aid (FAFSA). The Financial Aid Office will evaluate the documents you submit along with your FAFSA information to determine if you are eligible for any financial aid adjustments.

Requests for the Fall semester will not begin to be processed until May 15, 2009.

Requests received after November 20, 2009 may not be considered until the Spring semester.

Each request for a special circumstance review is evaluated on an individual basis. Please allow 2-4 weeks for processing from the date your completed form and all documentation are received in the financial aid office. Once the review is complete, you will be notified by email of any changes to your awards.

You may be requested, at a later date, to provide a copy of your parent(s) 2009 Federal Income Tax Return including all schedules, W-2 forms and 1099's after the end of the current calendar year to verify the information provided on this form.

In many cases, an adjustment does not increase the student's eligibility for grants or the total amount of aid awarded. The adjustment may only increase the student's eligibility for loans, change non-need based loans to need based loans, or may not result in any increased aid. Be aware that if you receive a North Carolina Grant, it may be reduced or lost because it is based on your original EFC.

We recommend that you complete your current award requirements and accept any current financial aid that you wish to use to satisfy your bill.

Due to the nature of the Professional Judgment process your request may not be completed before the payment deadline. You must satisfy your semester bill even if your Professional Judgment application has not been reviewed or finalized, or your registration may be cancelled.

NOTES FOR COMPLETION:

- Have your parent(s) complete SECTIONS 1, 2, and 3 of this form. In SECTION 2, have your parent(s) select the circumstance that applies to their situation and provide all required documentation. The student and at least one parent must complete and sign in SECTION 4.
- Write student's name and UNCA ID# across the top of all documents.
- An incomplete application will be returned. Please do not submit this form unless the form is complete and all requested documentation, signatures, and requirements have been met.
- After January 31, 2010, parent(s) must also submit a **signed** copy of their 2009 Federal tax forms (1040, 1040A, or 1040EZ), Schedule C form (if self-employed), and all W-2 forms for both parents.

SECTION 1: Explanation of Special Circumstance – TO BE COMPLETED BY PARENT

Provide a **signed and dated** letter explaining in detail the reason for your request and the details of your income reduction or extenuating circumstance. Please include applicable dates. If total estimated income reported in Section 3 is less than \$10,000, also explain how you are able to pay family living expenses.

SECTION 2: Special Circumstance Categories & Required Documentation – TO BE COMPLETED BY PARENT**REQUIRED DOCUMENTATION FOR ALL CIRCUMSTANCES:**

- If not previously submitted as part of the verification process, student and parent(s) must submit **signed** copies of their 2008 Federal tax forms (1040, 1040A, or 1040EZ), Schedule C (if self-employed), and W-2 forms. If your parents filed separately, provide both returns.
- If not previously submitted as part of the verification process, complete and submit the 2009-2010 Dependent Verification Worksheet for Federal Student Aid Programs form (VRFD) available from the Financial Aid web site at www.unca.edu/financialaid under "Forms".

SELECT THE CIRCUMSTANCE THAT BEST DESCRIBES YOUR SITUATION AND PROVIDE ALL REQUIRED DOCUMENTATION AS APPLICABLE :**___ A. A parent who earned money in 2008 and who has lost his or her job for at least 10 consecutive weeks in 2009:**

- Termination or cessation of employment for _____ weeks in 2009; or
- Disability or natural disaster and unable to earn money for _____ weeks in 2009.

Name of person who has been unemployed _____ Relationship to Student _____

Date of employment termination: _____ Date (to be) re-employed: _____

Required documentation for termination or loss of employment:

- Letter on company letterhead from previous employer stating dates of employment and amount earned in 2009,
- Copies of parents' most recent 2009 pay statements showing year-to-date earnings for both parents,
- Copy of parent's certification of unemployment benefit eligibility and total amount received/to be received,
- Documentation of all other sources of parent(s) income (taxable and non-taxable),
- And, if retirement, proof of type of retirement, effective date, and monthly pension(s) amount(s).

Additional documentation required for loss due to Disability or Natural Disaster:

- Attending doctor's signed and dated statement of disability,
- Notification of Workers' Compensation,
- Documentation of employer disability payments,
- Documentation of date disability or natural disaster resulted in termination of employment,
- Documentation of Official Declaration of Natural Disaster status.

___ B. A parent who received unemployment compensation or untaxed income or benefits in 2008 and has totally lost that income or benefit in 2009. Check only one box that corresponds to your situation and provide the documentation as applicable. Do not include Veterans' education benefits or untaxed Social Security benefits.

- Loss of Disability benefits - Last Date Received _____
- Loss of Unemployment compensation - Last Date Received _____
- Loss of Court Ordered Child Support - Last Date Received _____

Required documentation for loss of benefits:

- Benefit provider's notification of loss of benefit, effective date of lost benefit, and total amount received in 2009,
- Copies of parents' most recent 2009 pay statements showing year-to-date earnings for both parents,
- Documentation of all other sources of parent income (taxable and non-taxable).

Additional documentation for Loss of unemployment compensation:

- Copy of parent's certification of unemployment benefit eligibility showing termination date and total amount received.

Additional documentation for Loss of court ordered child support:

- Court documents verifying loss, date, and conditions of loss.

___ C. The parents have separated or divorced, or one parent has died after the 2009-2010 FAFSA was completed.

- Parents have separated or divorced - Date of separation or divorce _____
- One of the parents has died - Date parent died _____

Required documentation:

- For separation/divorce: copy of either court documented separation agreement or divorce decree/settlement,
- For death of one parent: copy of parent's death certificate or obituary,
- Copies of custodial or surviving parent's most recent 2009 pay statements showing year-to-date earnings.

SECTION 3: Expected 2009 Family Income – TO BE COMPLETED BY PARENT

Note: If filing this form due to separation, divorce, or death of a parent, include only the income of the custodial or surviving parent.
DO NOT LEAVE ANY LINES BLANK or this form will be returned to you. If an item does not apply, write in "0" (zero).

	2009 Income to date <i>(Jan 1 – Today, 2009)</i>	Anticipated Income <i>(Today – Dec 31, 2009)</i>	Total 2009 Income
Income from Work and Investments:			
1. Wages, salaries, tips, etc. (before taxes) – Father	\$ _____ +	\$ _____ =	\$ _____
2. Wages, salaries, tips, etc. (before taxes) – Mother	\$ _____ +	\$ _____ =	\$ _____
3. Net income from business or farm - Father	\$ _____ +	\$ _____ =	\$ _____
4. Net income from business or farm - Mother	\$ _____ +	\$ _____ =	\$ _____
5. Unemployment benefits – Father	\$ _____ +	\$ _____ =	\$ _____
6. Unemployment benefits – Mother	\$ _____ +	\$ _____ =	\$ _____
7. Interest and dividend income	\$ _____ +	\$ _____ =	\$ _____
8. Net income from rent, trusts, royalties, partnerships, estates, etc.	\$ _____ +	\$ _____ =	\$ _____
9. Other taxable income (alimony, capital gains, taxable pensions)	\$ _____ +	\$ _____ =	\$ _____
Payments from Income:			
10. Contributions to IRA, SEP, SIMPLE:	\$ _____ +	\$ _____ =	\$ _____
11. Contributions to tax-deferred pension & savings plans (paid directly or withheld from earnings) such as 403(b) and 401(k)	\$ _____ +	\$ _____ =	\$ _____
Other Untaxed Income:			
12. Child support received for all children	\$ _____ +	\$ _____ =	\$ _____
13. Social security benefits for all household members (Note: untaxed amount is not used in EFC calculation)	\$ _____ +	\$ _____ =	\$ _____
14. AFDC/ADC or TANF benefits	\$ _____ +	\$ _____ =	\$ _____
15. Housing, food, and other living allowances paid to military, clergy, and others	\$ _____ +	\$ _____ =	\$ _____
16. Veterans non-education benefits such as Disability, Death Pension, DIC, VA Educational Work Study, etc.	\$ _____ +	\$ _____ =	\$ _____
17. Workers' Compensation	\$ _____ +	\$ _____ =	\$ _____
18. Any other nontaxable income and benefits (list source)	\$ _____ +	\$ _____ =	\$ _____

19. Total income:			\$ _____

SECTION 4: Certification Statement – TO BE COMPLETED BY PARENT AND STUDENT

I (we) certify that the information provided on this form and accompanying documentation is true and correct to the best of my (our) knowledge. I (we) agree, if requested, to provide documentation to support the information provided with this request after the end of the current calendar year. I (we) understand that underestimating projected income could result in reduced eligibility, repayment of aid, or both, in the current or next academic year. I (we) understand that purposely providing false or misleading information can result in a fine and/or incarceration.

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____