



Financial Aid Office

505 Amherst Street Nashua, NH 03063

◆ Office hours M-Th:8:00am-6:00pm and Fri:8:00am-4:30pm ◆

Tel: (603) 578-8903 Fax: (603) 883-1636

2015-2016 Request for Consideration of Special Circumstances

A student may request consideration for special circumstances if he/she has a situation that is unusual and not common to all, for example, loss of income or exceptionally high medical costs. In order to process the request, we will need to confirm the income information for 2014 and then calculate the estimated income for 2015. The student must provide the following documentation for the request to be considered:

DEPENDENT STUDENTS

- Provide a detailed statement from you, the student, outlining the special circumstances.
- 2015-2016 NCC Verification Worksheet

To confirm income for 2014 for your parent and you, we will need the following:

- Provide a copy of your parent's and your 2014 Federal Income Tax Transcript (See back for how to request your transcript OR if you or your parent did not file a federal tax return, provide the 2014 W2 form(s))

If the circumstances involve a student or parent losing employment, please provide the following for the person who lost employment:

- Copy of severance package (if severance was received in 2015)
- Copy of last paystub for the lost job, if lost in 2015
- Copy of last four (4) paystub for any other job in 2015
- Copy of unemployment benefits received in 2015

If the circumstances involve loss of child support, please provide documentation showing when child support ended and amount received for 2015.

INDEPENDENT STUDENTS

- Provide a detailed statement from you, the student, outlining the special circumstances.
- 2015-2016 NCC Verification Worksheet

To confirm income for 2014 for you (and your spouse, if applicable), we will need the following:

- Provide a copy of your (and your spouse, if applicable) 2014 Federal Income Tax Transcript (See back for how to request your transcript). OR if you (or your spouse, if applicable) did not file a federal tax return, provide your 2014 W2 form(s)

If the circumstances involve a student (or spouse) losing employment, please provide the following for the person who lost employment:

- Copy of severance package (if severance was received in 2015)
- Copy of last paystub for the lost job, if lost in 2015
- Copy of last four (4) paystub for any other job in 2015
- Copy of unemployment benefits received in 2015

If the circumstances involve loss of child support, please provide documentation showing when child support ended and amount received for 2015.

I/we certify that the information about my/our special circumstance is complete and correct. By signing this form, I/we certify that all of the information reported to qualify for Federal Student Aid is complete and correct. If I receive financial aid based on false or misleading information, I will be required to return the funds.

STUDENT NAME: _____

NCC ID: _____

STUDENT SIGNATURE: _____

DATE: _____

PARENT SIGNATURE: _____

DATE: _____

(If Dependent student)