NEW JERSEY CITY UNIVERSITY
2010-2011 REQUEST FOR SPECIAL CIRCUMSTANCE REVIEW

NOTE: Please submit this request no earlier than September 1st, 2010. The deadline for submission of these Requests is November 15, 2010 if you attend the fall 2010 semester, and March 15, 2011 if you attend NJCU starting in the spring 2011 semester.

You must also submit a completed Verification Worksheet and copies of 2009 Federal Income Tax Returns and W-2 forms for you, your spouse (if applicable), or your parents (if you are a dependent student). If you have previously submitted these forms, then you will not need to submit them again.

Student Name __________________________________________ GothicNet ID # __________________
Parent Name (if applicable) ________________________________ Phone # ________________________

1. Please check the appropriate reason and explain below, giving the date of the change in your situation.

___ Unemployment or Change in Employment ___ Disability of student, parent or spouse
___ Divorce/Separation ___ One time income / Reduction of One time payment
___ Death of spouse or parent
___ Other:_____________________________________________________________________

Date of change of circumstance: ____________________________

2. Will your income and/or your spouse’s or parents’ income be less in 2010 than in 2009?

No
Yes Please explain the income reduction in detail on a separate sheet of paper.

Please explain your special circumstance in detail on a separate sheet AND attach supporting documentation such as copies of unemployment checks, last pay stub, letters of termination, disability claims and payments, death certificate, copies of bank statements, receipt of one-time reduction of payments, etc.

NOTE: The review of your request will not begin until all documentation is submitted and it may take approximately four weeks to be processed.

Date _______________ Student Signature __________________________
Parent Signature ____________________________________________

***If your parents are divorced or separated, provide only the information for the custodial parent. If you are married, you must provide your information as well as your spouse’s.

_________________________ OFFICE USE ONLY ___________________________
Approved Denied

Comments:________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Date: _________________________ FAO Signature _____________________________