



OFFICE OF FINANCIAL AID  
 309-341-7149 Phone  
 309-341-7453 Fax  
 www.knox.edu

# 2012-2013 Special Circumstances

Sometimes families experience special circumstances that affect their ability to pay for college but are not reflected on the Free Application for Federal Student Aid (FAFSA). You may notify our office of these situations by completing this form and submitting the required documentation to: Office of Financial Aid, Knox College, 2 E. South Street, Galesburg, IL 61401. If you prefer, you may fax your documents to 309-341-7453 or scan and e-mail to *financialaid@knox.edu*. We will notify you if your documentation was used to determine your financial aid package.

Student's name \_\_\_\_\_ Student's ID (if known) \_\_\_\_\_  
 (Please print)

Your Special Circumstances form will be reviewed once the following information has been received in our office:

1. results of the 2012-2013 Free Application for Federal Student Aid (FAFSA);
2. your 2012-2013 Financial Aid Application, and;
3. 2011 parent and student U.S. Income tax information (signed copy of tax returns or IRS Tax Return Transcripts).

**The student and one parent must also sign this form on the reverse side.**

**Circle the letter(s) next to circumstance(s) for which you wish to be reviewed:**

**A. Unusual Medical/Dental Expenses:** If your family paid out over an average of \$700 per family member in unreimbursed medical/dental expenses in 2011 (i.e. if expenses totaled \$4,000 for a family of 4, that's an average of \$1,000 per person) please submit this form, any explanation you believe will be helpful, and one of the following:

1. Schedule A (Itemized Deductions form) for 2011, as filed with a U.S. Form 1040, or
2. Itemized list of medical and dental expenses paid out-of-pocket in 2011, including non tax-exempt insurance premiums

**Important:** Do not include tax-exempt insurance premiums or expenses paid by medical savings through payroll deduction. These have already been excluded from income.

**B. Private Elementary/Secondary School Tuition:** If your parents paid private school tuition for family members other than you, provide the following information. (Exclude any scholarships or discounts from amount paid.) Additionally, please submit a statement(s) from the private school that reflects payments made in 2011.

| Student's name | Age | School attended | Tuition paid in 2011 |
|----------------|-----|-----------------|----------------------|
|----------------|-----|-----------------|----------------------|

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**C. Educational Debt:** If your parents are making loan payments on their own personal educational loans and/or a PLUS loan for a child who is no longer in college, report the payments below. Additionally, please submit a copy of the last loan statement for each loan.

| Loan type and for whom                | Total Remaining Balance | Monthly Payment | Number of payments in 2011 |
|---------------------------------------|-------------------------|-----------------|----------------------------|
| <i>for example: PLUS-sister Karen</i> | <i>\$5,350</i>          | <i>\$100.00</i> | <i>12</i>                  |

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**D. Expected decrease in 2012 income:** Complete this section only if 2012 income will be substantially lower than 2011 income. Feel free to attach a separate sheet with additional supporting information.

Reason for reduced income: \_\_\_\_\_

Dates associated with reduced income (for example, last date of employment): \_\_\_\_\_

**2012 estimated taxable income**

|                              |          |  |          |
|------------------------------|----------|--|----------|
| Father's earnings from work* | \$ _____ | Rents/partnerships/estate income   | \$ _____ |
| Mother's earnings from work* | \$ _____ | Severance package  | \$ _____ |
| Interest & dividends         | \$ _____ | Taxable Social Security benefits<br><i>(for parent and children under 18)</i>            | \$ _____ |
| Capital gains/losses         | \$ _____ | Other taxable income<br><i>Please report source<br/>(i.e. unemployment compensation)</i> | \$ _____ |
| Pension/annuities/IRAs       | \$ _____ |  |          |
| Business and/or farm income  | \$ _____ |  |          |

\*Be sure to include earnings made up to the last date of employment and and expected earnings through December 31, 2012.

**2012 estimated untaxed income and benefits**

|  |          |  |          |
|--|----------|--|----------|
| Temp Assistance for Needy Families       | \$ _____ | Housing/food allowances<br><i>(members of the military/clergy/other)</i>                         | \$ _____ |
| Tax-exempt interest                      | \$ _____ | Untaxed Social Security benefits   | \$ _____ |
| Payments to tax-deferred pensions & IRAs | \$ _____ | Other untaxed income<br><i>Please report source<br/>(i.e. worker's compensation, disability)</i> | \$ _____ |
| Child support received for all children  | \$ _____ |  |          |
| Untaxed IRA distributions/pensions       | \$ _____ |  |          |

**E. If you believe you have circumstances not addressed by this form,** such as separation or divorce of parents after filing the Free Application for Federal Student Aid (FAFSA), you may submit a request for consideration on a separate sheet. Include as much information as possible and be sure to attach this signed form to your request. Additionally, you may attach further explanation or documentation of any special circumstances reported above.

**STUDENT AND PARENT CERTIFICATIONS AND SIGNATURES**

**Warning:** Federal regulations state that purposely giving false or misleading information may result in a fine, a prison sentence, or both.

I (We) certify that all of the information reported to qualify for federal student aid is complete and correct. I (We) authorize Knox College to release updated or corrected information to the Federal Student Aid Processing Center.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_