



Financial Aid  
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### SPECIAL CIRCUMSTANCES INCOME APPEAL

The purpose of this form is to appeal the use of 2018 income information for financial aid purposes.  
2020-2021

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

CMC Email Address: \_\_\_\_\_@mail.coloradomtn.edu

\*\*\*You will be contacted via your CMC student email if any further information is required\*\*\*

If you have unusual circumstances that prevent information reported on your Federal Application for Federal Student Aid (FAFSA) from reflecting your true circumstances and ability to pay for higher education expenses for yourself, your dependent student, or your spouse, please complete this form and return to the financial aid office. If you are an independent student, you must submit information pertaining to yourself and your spouse. If you are a dependent student, you must submit information pertaining to yourself and your parents.

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY, AND SUBMIT ALL REQUESTED DOCUMENTATION; AN INCOMPLETE FORM WILL NOT BE REVIEWED. A FORM WITHOUT ALL REQUIRED DOCUMENTATION WILL NOT BE REVIEWED.**

Special circumstances can include such life events as loss of a job or other significant reduction of income, unusually high medical and dental expenses, divorce and/or separation of student and spouse or parent and spouse, etc.

**If your special circumstance involves reduction or loss of income in any way**, please use the IRS Data Retrieval Tool (DRT) available in the FAFSA completion process:

I have used the IRS DRT with 2018 tax information when completing the FAFSA. \_\_\_\_ (Check if yes) \*\* If you are unable to use the IRS DRT within the FAFSA, you must also provide 2018 IRS Tax Transcripts.

**AND** I am submitting IRS tax transcripts for 2019.

**2018 and 2019 IRS Tax Return Transcripts may be obtained via:**

- Online Request - Go to [www.irs.gov](http://www.irs.gov), click the Get Your Tax Record box on the IRS homepage. Click "Get Transcript by MAIL." Be sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Get Transcript ONLINE - Go to [www.irs.gov](http://www.irs.gov), click the Get Your Tax Record box on the IRS homepage. Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- IRS2Go App - <http://www.irs.gov/uac/IRS2GoApp>
- Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

**For 2018 Income Appeals: You MUST provide 2019 Tax Transcripts for yourself and parent/s (if 2020/21 FAFSA required parent information). AND: Submit the page 2 worksheet regarding income for the 2019 and 2020 years.**

All documentation must accompany this form for consideration. If the reduction of income is due to separation or divorce, you must indicate such on the worksheet **AND** submit IRS tax transcripts for both parties for 2018 **AND** 2019 as well as anticipated income for 2020.

If your special circumstances involve unusually high medical/dental expenses for 2018, please stop and read the information here before proceeding:

### Unusual Medical/Dental Expenses

Medical/Dental expenses up to 11% of the family's income are already accounted for in the formula that determines a student's "need." Therefore, only the portion of such expenses that exceed 11% would be considered "unusual" and considered for this purpose.

**IF** your circumstances meet this criteria, you must either submit an IRS Tax Transcript (discussed on page 1) along with the Schedule A from your filed tax return showing itemized medical/dental expenses, **OR** submit copies of all medical/dental receipts ( that would be acceptable to the IRS on Schedule A) to the financial aid office. Such documentation MUST accompany this form for consideration.

#### INCOME REDUCTION OR NON-RECURRING INCOME:

1. Will you or your parents' income be significantly less in 2019 (or 2020) than in 2018? Yes \_\_\_ No\_\_\_

2. If you answered "yes" to number 1, check the appropriate reason below and provide detailed explanation on a separate page, and be sure to include the date of the change in your situation:

a. \_\_\_ Divorce or separation                      b. \_\_\_ Death of a parent                      c. \_\_\_ Disability of student or parent

d. \_\_\_ One-time income (e.g., inheritance, moving expense allowance, back-year social security payment, IRA, etc. On another sheet of paper, please identify the source of income; the amount; how the funds were spent or invested; and submit documentation.

e. \_\_\_ Loss of or significant reduction in employment; please provide a copy of the separation agreement/termination notice from your previous employer as well as a current statement of unemployment benefits and determination.

3. **Provide** the following information for 2019 and 2020 along with all documentation to verify:

**2019 Income:    2020 Income:**

▪ Wages, salaries, tips, (including severance pay, disability payments and any income from work.	\$	\$
▪ Other taxable income	\$	\$
▪ Child support to be received and/or alimony from divorce/separation	\$	\$
▪ Other untaxed income	\$	\$
▪ <b>TOTAL</b> income for 2019 & <u>anticipated for 2020</u>	<b>\$</b>	<b>\$</b>

By signing this worksheet, I (we) certify that all information reported to qualify for student aid is complete & correct:

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (if married)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother/Stepmother's Signature (if dependent)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Stepfather's Signature (if dependent)

\_\_\_\_\_  
Date

**WARNING: If you  
purposely give false or  
misleading information  
you may be fined, be  
sentenced to jail or both.**