

**2011-12 Parent Financial Aid Petition**

Student's name (last, first, middle initial)	CCA ID Number
Mailing address (street)	E-mail address
Mailing address (city, state, zip)	Telephone number

If your family has special circumstances that you would like us to consider, you may submit a petition for additional financial assistance. Please read the instructions and provide documentation as requested based on your circumstances. **You may file one petition for reevaluation per academic year.** Once a decision has been made on your request, you may not re-submit another petition for the same request. *Filing a petition or letter of special circumstance is not a guarantee that your request will be granted.* Your circumstances must meet federal and institutional policy guidelines and there must be a resulting change in your financial aid eligibility in order for the Financial Aid Office to act on your petition. You will be notified via email of the outcome of your petition. **Petitions without supporting documentation cannot be considered.**

Complete petitions submitted by new students are acted upon on a first-come, first-served basis. Students should expect a response from the Financial Aid Office within 3 weeks of submitting a complete petition.

Petitions submitted by May 1, 2011 for continuing students will be responded to by June 15, 2011.

**Please indicate the reason for your petition**

**Significant change in income due to loss of employment or reduction of work hours**

- Written explanation of change in circumstances
- **Signed** copies of the parents' 2010 federal income tax return, schedules, and W-2s (if not previously submitted)
- Documentation from previous employer indicating last day of employment, including any severance pay information
- Final paystub from previous employer
- 2011 Projected year income form on page 2 including year-to-date income and projections for the remainder of the year

**Separation/Divorce**

- Written explanation of separation or divorce including effective date and other pertinent information
- Proof of legal separation, letter from attorney, documentation of separate residences, or copy of divorce decree
- Documentation of financial maintenance agreement, including alimony and/or child support to be received, including effective date
- **Signed** copies of the **custodial** parents' 2010 federal income tax return, schedules, and W-2s (if not previously submitted)

**Other Special Circumstances (unexpected medical expenses, disability, loss of benefits, etc)**

- Written explanation of special circumstances
- Supporting documentation of additional expenses, disability, or loss of benefits, etc.
- Contact the financial aid office if you are unsure what documentation to provide

**CERTIFICATION & SIGNATURE**

I certify that the information submitted with this petition to qualify for state, federal, and institutional financial assistance is true and complete to the best of my knowledge. **I understand that if this petition is incomplete, the student's financial aid may be delayed.** If asked by an authorized official of the Financial Aid Office, I agree to provide proof of the information that I have given on this form.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

<b>FOR FINANCIAL AID OFFICE USE ONLY:</b>	
Action taken:	<input type="checkbox"/> approved <input type="checkbox"/> approved with conditions (see comments) <input type="checkbox"/> denied <input type="checkbox"/> unable to take action (see comments)
Comments: _____	
Authorized Signature: _____	Date: _____

**2011 Projected Year Income Form**

Your parent(s) should complete this form if their income for 2011 will be significantly less than for 2010. The form asks about before-tax income and benefits your parent(s) **received or expect to receive** for 2011. If your parents are divorced, separated, or widowed, do not include information for the non-custodial parent. Parents should answer these questions as accurately as possible. If a question does not apply, or your parent(s) do not expect to receive any income or benefits from that source, **please indicate \$0 or N/A.**

Date of Income change: \_\_\_\_\_ / \_\_\_\_\_  
 (month) (year)

Taxable Income	Year-to-Date Income	Projected Income through December 31, 2011	Total Income (Year to date + projected)
Gross income from employment - Father	\$	\$	\$
Gross income from employment - Mother	\$	\$	\$
Severance payment	\$	\$	\$
Unemployment compensation	\$	\$	\$
Business or Rental income	\$	\$	\$
Pensions or retirement benefits	\$	\$	\$
Interest/Dividend Income	\$	\$	\$
Other Taxable Income (please specify)	\$	\$	\$
<b>Non-Taxable Income</b>			
Tax deferred pensions and savings plans-paid directly or withheld from earnings	\$	\$	\$
IRA deductions, KEOGH and payments to self-employed SEP, SIMPLE	\$	\$	\$
Untaxed portions of IRA Distributions (excluding rollovers)	\$	\$	\$
Child Support Received	\$	\$	\$
Disability or Worker's Compensation	\$	\$	\$
Social Security Benefits	\$	\$	\$
AFDC/TANF (Welfare)	\$	\$	\$
Food Stamps	\$	\$	\$
Other Non-Taxable Income (please specify)	\$	\$	\$

**CERTIFICATION & SIGNATURE(S)**

I (We) certify that the information reported above, to qualify for state, federal, and institutional financial assistance, is true and complete to the best of my (our) knowledge. I (We) understand that this form is being filed jointly by all signatories. If asked by an authorized official of the Financial Aid Office, I (we) agree to provide proof of the information that I (we) have given on this form.

\_\_\_\_\_  
 Mother's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Father's Signature

\_\_\_\_\_  
 Date