Walden University
2012-2013 Special Condition Application for a Dependent Student

Student Name: _____ Walden ID/SSN: _____

Current Mailing Address: _____
City State Zip Code

Current Telephone Number: _____ Date: _____

This application is for a review of special circumstances that have arisen, which you feel may change your financial aid eligibility. We require that certain documents MUST be provided to support the specific special condition selected by you and/or your spouse. We start with an evaluation of the accuracy of the information that you submitted on your Free Application for Federal Student Aid (FAFSA). We will evaluate the supporting documents along with your FAFSA to determine if you are eligible for any adjustments.

The United States Department of Education provides in the Higher Education Amendments of 1998 a reaffirmation of the use of professional judgment in determining eligibility for federal financial aid. This provision allows for consideration of expected year income, instead of prior year income to calculate a student's eligibility. The student's situation MUST meet one of the criteria used by Walden University as a special condition. This means that a student who meets a special condition in the 2012-2013 award year may have his/her eligibility calculated using expected income from 2012.

Required Documentation for All Conditions

- 2011 IRS Tax Return Transcript for student and parent(s). If your supporting parent filed separate from their spouse, they must provide both IRS Tax Return Transcripts. Per federal regulations, schools are no longer allowed to accept personal 1040 tax returns.
- 2012-2013 Dependent Verification Worksheet

YOUR REQUEST WILL NOT BE CONSIDERED IF THE REQUIRED DOCUMENTATION IS NOT PROVIDED.

No Guarantee

Reporting a special condition does not guarantee that an adjustment will be made. The Federal Government has strict guidelines that the university must follow in these situations. The Office of Financial Aid may deem that the condition does not fit the spirit of the federal regulations governing financial aid programs. ALL DECISIONS MADE BY THE OFFICE OF FINANCIAL AID WILL BE FINAL.

Notification

The Office of Financial Aid will review your Special Condition Application on a chronological basis. That is, applications are reviewed in the order of the date of submission. If the application is approved, the student will receive an email reflecting the approval. If the application is denied, the student will be notified as such by email. Lack of notice means the application has not been reviewed as of yet.

Situations that do NOT qualify as a Special Condition

Examples would include, but are not limited to:

- a student/parent who decides to quit their job,
- a student/parent who decides to reduce their work hours to attend school,
- consideration of expenses that are being paid on a regular basis (household bills/credit cards, car payments, mortgage payments)

Special Condition Application (con't)

Instructions for Completion

1. Complete only the sections that apply to your situation and provide all required documentation.
2. Provide all requested signatures. Write student name and Walden ID/SSN across the top of all documents.
3. If additional information is required, you will be notified promptly.

Explanation of Conditions and Additional Required Documents

LOSS OF INCOME SECTION

_____Student was employed full –time (at least 35 hours per week) for at least 30 weeks in 2011, but is not working full-time now.

_____Number of weeks worked full-time in 2012
_____Number of hours worked per week in 2012

Required Documentation:
Notice of termination/cessation from employer OR notice of reduction of hours to less than full-time
Copy of most recent pay stub(s) or statement of earnings to date
Notice of application for unemployment compensation (if applicable) and amount received
Documentation of all other sources of student and/or parent's income (taxable and non-taxable)
Notification of Worker's Compensation (if applicable)
Employer disability payments (if applicable)
Personalized, detailed letter from student stating the reason for requesting a special condition

_____Parent, who earned money in 2011, has lost his/her full-time employment for at least 10 consecutive weeks in 2012.
This must be a complete loss of employment.

_____Number of weeks your parent(s) has been unemployed in 2012

Required Documentation:
Notice of termination/cessation from employer OR notice of reduction of hours to less than full-time
Letter from parent documenting loss of employment circumstances
Copy of most recent pay stub(s) or statement of earnings to date
Notice of application for unemployment compensation (if applicable) and amount received
Documentation of all other sources of student and/or parent's income (taxable and non-taxable)
Notification of Worker's Compensation (if applicable)
Employer disability payments (if applicable)
Personalized, detailed letter from student stating the reason for requesting a special condition

_____The student or parent loss of employment due to disability or natural disaster for more than 10 consecutive weeks in 2012.
This must be a complete loss of employment.

_____Number of weeks you/parent(s) were unable to earn money in 2012.

Required Documentation:
Attending doctor's statement of disability
Date disability resulted in termination of employment
Documentation of Official Declaration of Natural Disaster Status (if applicable)
Copy of most recent pay stub(s) or statement of earnings to date
Notice of application for unemployment compensation (if applicable) and amount received
Documentation of all other sources of student and/or parent's income (taxable and non-taxable)
Notification of Worker's Compensation (if applicable)
Employer disability payments (if applicable)
Personalized, detailed letter from student stating the reason for requesting a special condition

_____Student or parent loss or reduction of untaxed income or benefit for more than 10 consecutive weeks in 2012.

Please circle which benefit(s) applies:

Unemployment Social Security Disability Welfare Court Ordered Child Support

_____Date of last payment received from benefit provider

Required Documentation for all situations of loss of benefits listed above:
Notice of application for unemployment compensation and amount received (unemployment benefit loss only)
Notice of loss or reduction of benefit (court documents verifying loss or reduction if benefit is child support)
Copy of most recent pay stub(s) or statement of earnings to date (also parent if applicable)
Documentation of all other sources of income (taxable and non-taxable)
Personalized, detailed letter from student stating the reason for requesting a special condition

CHANGE IN MARITAL STATUS SECTION

_____You have already filed your Free Application for Federal Student Aid (FAFSA or Renewal FAFSA) and, since that time, your supporting parent has separated or divorced.

_____Date of separation/divorce

Required Documentation:
Court documented separation agreement OR divorce decree/settlement
If not legally separated, documentation to support separate residency (such as copy of lease, deed, or utility bills)
Personalized, detailed letter from student stating the reason for requesting a special condition

_____ You have already filed your Free Application for Federal Student Aid (FAFSA or Renewal FAFSA) and your parent has died.

_____Date your parent became deceased

Required Documentation:
Copy of parent's death certificate

EXTRAORDINARY MEDICAL EXPENSES

_____The student/parent had medical/dental expenses NOT paid by insurance in 2011 that exceeds 11% of the family's adjusted gross income.

Required Documentation:
Schedule A copy of your/parent's 2011 Federal Income Tax Return OR Receipts for medical/dental payments (receipts must include documentation that insurance will not pay at a later date)

_____The parent paid nursing home expenses not covered by insurance during 2011.

Required documentation:
Receipts for nursing home payments during 2011

EXTRAORDINARY EDUCATION (elementary/secondary) OR DAYCARE EXPENSES

_____The parent paid elementary and/or secondary education expenses in 2011.

Required documentation:
Letter from school stating amount paid for tuition during 2011.

_____The parent paid unusually high dependent care expenses in 2011.

Required Documentation:
Letter from daycare center providing total amount paid in 2011

FAILURE TO PROVIDE THE REQUIRED DOCUMENTATION WILL RESULT IN NO FURTHER PROCESSING OF THIS REQUEST.

I certify that the information provided on this form is true and complete to the best of my knowledge. I agree to provide additional proof of the information that I have given on this form if asked by the Office of Financial Aid. I understand that the decision made by the Office of Financial Aid will be FINAL. I further understand that purposely giving false misleading information may subject me to fines and/or penalties.

_____ _____
Student's Signature Date

_____ _____
Parent's Signature Date