



The Peninsula's Community College

2021-2022 SPECIAL CIRCUMSTANCE APPEAL FORM (SCAF)

Student's Name: _____ Student ID#: _____

Phone Number: _____ VCCS E-mail Address: _____

PLEASE READ CAREFULLY – AN INCOMPLETE APPEAL WILL DELAY REVIEW

Special Circumstance Appeals may be submitted until April 15, 2022, if your family has experienced significant changes in income that occurred on or after 01/01/2020. Most appeals take approximately 6-8 weeks to complete the process. The decision of this office is final.

STEP 1 Read and complete the CERTIFICATION below. Parent signatures are required for dependent students.

STEP 2 Read and complete pages 2 and 3 of this form. Type and sign a detailed statement explaining why you are requesting a special circumstances appeal. Attach photocopies of documentation and statements as requested.

- Photocopies of all required items must be submitted before your appeal will be reviewed.
• Financial Aid staff cannot make copies of documents for you.
• All submitted documents become the property of Thomas Nelson Community College.

STEP 3 Return this form and all documents, statements, and your TYPED appeal letter to Financial Aid Services in person, via fax at 757.825.3537, or via e-mail at financialaid@tncc.edu

CERTIFICATION:

"I (we) certify the information contained in this SCAF and any supporting documentation or statements are true and complete to the best of my (our) knowledge. I (we) will provide additional information as requested by a Thomas Nelson Financial Aid Advisor. I (we) realize that this SCAF will be considered INCOMPLETE and will not be reviewed until all requests are honored. I (we) understand that our financial aid application for the following year will be selected for verification to confirm the documents and statements submitted with this appeal. I (we) further understand that if our 2021 filed tax return reflects significant discrepancies from the information reported here, no future income reduction appeals will be considered by TNCC. I (we) further understand any false information will be cause for the denial, reduction, and/or repayment of student financial assistance and may subject me (us) to a fine, imprisonment, or both under the provisions of the U.S. Criminal Code."

Student's signature _____ Date _____

Spouse's signature _____ Date _____

(Step) Mother's signature _____ Date _____

(Step) Father's signature _____ Date _____

Student's Name: _____

Student ID#: _____

SECTION I: INCOME AND STATUS VERIFICATION

Please select **one** circumstance below as the reason for your appeal:

LOSS OF EMPLOYMENT/BENEFITS - Student/Spouse/Parent was working during 2019 but is now working fewer hours or is unemployed. The following documentation is required from the unemployed household member:

- Last check stub(s) from previous employer during 2020 and/or 2021
- Letter from previous employer stating date of termination or reduction of hours or if loss of benefits, letter from agency verifying date and amount of benefit lost
- Benefit or denial letter from Unemployment Office

DEDUCTION OF ONE-TIME PAYMENT – Student/Spouse/Parent received a ONE-TIME PAYMENT (pension, IRA, annuities, gambling winnings, settlement, etc.). The following documentation is required:

- Receipts(s) showing where one-time payment was spent
- Copy(s) of bank account statements
- Statement from agency to verify one-time payment and to indicate no future payments expected

SEPARATION OR DIVORCE – Student/Parent was married when the FAFSA was filed but has now separated or divorced. The following documentation is required:

- Court documentation verifying legal separation or divorce if provided by your state
- If no legal separation can be provided, submit the following:
 1. Notarized statement by parent or independent student indicating date of separation.
 2. Two bills (utility and telephone) from each parent or independent student and spouse showing different addresses.

DEATH OF A SPOUSE OR PARENT – Spouse/Parent passed away after the FAFSA was filed. The following documentation is required:

- Copy of Death Certificate or Obituary Notice

UNUSUAL EXPENSES – Student/Spouse/Parent has unusual medical expenses NOT covered by insurance or pays private school tuition. The following documentation is required:

- Copy of bill(s) AND receipt(s) of payment

Thomas Nelson Community College
Please submit this form to Financial Aid Services via e-mail, fax, or in person

email: financialaid@tncc.edu

Fax: 757.825.3537

SECTION II: TAXABLE AND UNTAXED INCOME

In the box below, select which calendar year's income you would like to be considered in your appeal and review the listed required documents for each selection.

Calendar Year Selection & Required Documents	
<input checked="" type="checkbox"/>	<p>Check here if you are requesting a recalculation of your FAFSA using your 2020 completed tax information. This option is only available until December 1, 2021. The required documents for this selection are as follows:</p> <ul style="list-style-type: none"> ✓ 2020 Federal Tax Transcript or 2020 IRS Non-Tax Filers Form/detailed statement from student and spouse or both parents (if dependent student) stating any income earned from work, untaxed income, or other sources of income received in 2020 for all applicable parties. The statement must be signed by all applicable parties. ✓ 2020 W-2 Wage Form(s) for student and spouse or both parents (if a dependent student). ✓ Complete the chart below detailing income for 2020.
<input type="checkbox"/>	<p>Check here if you are requesting a recalculation of your FAFSA using your 2021 estimated tax information. This option is only available until December 1, 2021. The required documents for this selection are as follows:</p> <ul style="list-style-type: none"> ✓ Student's current pay stub (if employed). Pay stub must include year to date earnings. ✓ Current pay stub (if employed) of Spouse or both parent(s) if dependent student. Pay stubs must include year to date earnings. ✓ Current check stubs or statements for all untaxed benefits. ✓ Complete the chart below detailing estimated income for 2021. <p style="margin-top: 20px;">Ej genlj gtg'kh' {qw'ctg'tgs wguvpi "c'tgecrewv'vqp'qh' {qw'HCHUC'wukpi " {qw'2021 tax and income information. "Vj ku'qr vqp'ku' qpn' "cxckrdrg'hqt'tgs wguu'uwdo kwgf "chgt'F gego dgt'3."42'430Vj g'tgs vktgf 'f qewo gpv'hqt'vj ku'ugrgev'vqp'ctg'cu'hqny u<</p> <ul style="list-style-type: none"> ✓ 2021 Federal Tax Transcript or IRS Non-Tax Filers Form for student and spouse or both parents if dependent student. ✓ 2021 W-2 Wage Form(s) for student and spouse or both parents if dependent student. ✓ Complete the chart below detailing income for 2021

You must complete the chart below using your **projected** dollar value of each item for the entire 2021 (January-December) calendar year. You must attach documentation that will support and explain your reported amounts. Respond to all items if the amount is zero; write "0" on the line. **If any section is left blank, the appeal will be denied.**

Income sources	Student/Spouse	Parent(s)
Income earned from work by student/father	\$	\$
Income earned from work by spouse/mother	\$	\$
Other taxable Income	\$	\$
Total 2021 Social Security Benefits	\$	\$
Total 2021 AFDC or Public Assistance	\$	\$
Total 2021 Child Support Received	\$	\$
Total 2021 Veteran Benefits Received	\$	\$
Total 2021 Other non-taxable Income and Benefits (in kind)	\$	\$
Total 2021 Child Support (to be paid)	\$	\$
Total 2021 Out-of-Pocket Medical Expenses	\$	\$

Thomas Nelson Community College
Please submit this form to Financial Aid Services via e-mail, fax, or in person