



Financial Aid Office
Heartland Community College
1500 W. Raab Road
Normal, IL 61761
Fax: (309) 268-7962

2022-2023
Parent
Special Circumstances

Print: Last Name	First Name	M.I.	HCC Student ID Number	
Street Address		City	State	Zip
Date of Birth	Phone Number		Cell Phone (if applicable)	

Information and Instructions for Completing this Form:

1. You must complete the 2022-2023 Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov and review the results before submitting this form to the financial aid office. You must finish the verification process before your Special Circumstance form can be processed.
2. Please review this form thoroughly to determine if your situation meets the special circumstances criteria that will be considered at Heartland Community College. Families are advised not to complete this form if you do not meet the criteria and/or cannot provide the required documentation.
3. Parents and/or student should check the circumstance(s) that apply and provide the required documentation. *If you cannot provide the required documentation, submit a written explanation of why the information is not available.*
4. The Expected Total Income and Benefits Table must be completed regardless of your circumstances; answer each line with the gross amount or "zero" if it does not apply.

CIRCUMSTANCES THAT AFFECT PARENT/STEP-PARENT

Check the box that best applies:

- Unemployment:** Parent/Step-parent must have earned money in 2020, lost his/her job involuntarily, and has been unemployed for at least ten weeks during 2022. The reduction must reflect at least a 20% decrease from 2020 total income reported on the FAFSA and be at least \$2,000.

<input type="checkbox"/> Mother/Step-mother Name _____	Layoff/Termination Date _____
Has Mother/Step-mother started another job? No__ Yes__	Date Hired _____
<input type="checkbox"/> Father/Step-father Name _____	Layoff/Termination Date _____
Has Father/Step-father started another job? No__ Yes__	Date Hired _____

Suggested Documentation:

- Submit a copy of your parent's letter of separation/termination or letter from previous employer on company letterhead stating effective date and the circumstances under which they left their employment; and
- Submit a copy of the last and current pay statements showing gross year-to-date wages from each job worked for both parents; and
- Submit unemployment benefits statement from state agency stating start and end dates, weekly amount, and total amount of benefits; and
- Submit proof of severance pay received, 401K, IRA, stocks/bonds, pensions, or other assets converted to cash.

- Significant Decline in Income from 2020 to 2022:** The reduction must reflect at least a 20% decrease from 2020 total income reported on the FAFSA and be at least \$2,000. Parent/Step-parent must have earned money in 2020 and experienced a significant decrease in resources as a result of disability, natural disaster, involuntary change in employment, or other catastrophic event.

Mother/Step-mother: type of income lost _____

Father/Step-father: type of income lost _____

Suggested Documentation:

- Submit a letter explaining the situation; and
- Submit proof of amount and type of income lost; and
- Submit a copy of the current pay statement showing gross year-to-date wages from each job worked for both parents.
- Please note you may be required to submit a copy of your 2020 and/or your 2021 Federal Tax Transcripts before this form will be processed.

Loss of Child Support: Child support ended on this date (mm/dd/yy)_____

Suggested Documentation:

- Submit proof of the amount of child support received in 2022 (copy of divorce decree, cancelled checks, etc.)
- Submit legal document declaring the date the child support ended.

Separation or Divorce of Parents in 2022 or 2023: Date of separation/divorce (mm/dd/yy)_____

- Who will provide the most support for the student during 2023? _____
- Which parent will the student live with? _____*complete household information for this parent

*List the members of your parent's household that physically reside with your parent or for which your parent provides over 50% of their support. Use a separate sheet of paper if necessary.

Name	Age	Relationship to you	College Attending
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Suggested Documentation:

- Submit a copy of supporting parent's current pay statement showing gross year-to-date wages from each job worked; and
- Submit a copy of legal separation/divorce papers or a copy of each parent's rental lease or home mortgage payment as well as utility payments addressed to each parent at their residence(s); and
- Submit proof of spousal support and/or child support received and/or anticipated in 2021; and
- Submit proof that shows your address is the same as the address of the parent with whom you live.

Death of a Parent in 2022 or 2023: Date of Loss (mm/dd/yy)_____

- Mother/Step-mother
- Father/Step-father

Suggested Documentation:

- Submit a copy of the death certificate or obituary; and
- Submit 2022 or 2023 if applicable income information for the deceased, including a copy of the last pay statement showing gross year-to- date wages from each job worked; and
- Submit surviving parent's 2022 income information, including a copy of the current pay statement from each job.

EXPECTED TOTAL INCOME AND BENEFITS TABLE: January 1, 2022 through December 31, 2022

Must be completed if unemployment or a significant decline in income as reason for special circumstance

Please report your household’s projected taxable and untaxed income for 2022, including business income, rental income, pension, 401K/IRA distributions, social security, disability, child support, spousal support, and all other types of income.

1. Complete the Mother/Step-mother and Father/Step-father columns if you have circumstances that affect parent(s).
2. Complete the Student column if you have circumstances that affect the student.
3. Complete all three columns if you have circumstances that affect parent(s) and the student.
4. Answer **each** line with the gross amount or “zero” if it does not apply. *This form will not be processed if incomplete.*
5. Both student and at least one parent signature is required. *This form will not be processed without both signatures.*

TAXABLE INCOME FROM WAGES <i>(do not include your unemployment as wages)</i>	Father	Mother
Document gross wages earned through today’s date: <i>Provide current pay statement</i>		
Estimate anticipated wages from today’s date through December 31, 2022:		
Unemployment Income to date and anticipated in 2022: <i>Provide benefits statement</i>		
Severance, Paid Time Off or Vacation Pay Out if not included in gross wages:		
Social Security Income: <i>Provide monthly statement</i>		
Taxable Disability Income: <i>Provide monthly statement</i>		
Taxable Pension: <i>Provide monthly statement</i>		
Interest/Dividend Income: <i>You should anticipate any type of asset income you are required to report on your 2022 Federal Tax Return.</i>		
Business Income, Rents, Royalties, and/or Annuities:		
Maintenance/support from spouse in 2022: (if separation/divorce)		
Taxable income from 401K disbursements or other existing assets: <i>Include year to date gross disbursements and anticipated disbursements.</i>		
Other taxable incomes: <i>List the source</i>		
Housing allowance for military or clergy: <i>Contract or LES Statement</i>		
Workers Compensation: <i>Provide monthly statement</i>		
Untaxed Disability Income: <i>Provide monthly statement</i>		
Child Support Received for all members of your household:		
Untaxed Pension: <i>Provide monthly statement</i>		
Other Untaxed Income: <i>List the source</i>		
2022 TOTAL INCOME FROM ALL SOURCES		

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

Each person signing below certifies that all of the information reported is complete and correct.

Student Signature	Date	Parent Signature	Date
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Documents may be faxed or mailed to the address on this form.

If you have any questions, please contact the Financial Aid Office through your myHeartland email. Should you have more in-depth questions, please stop by the Financial Aid Office located in CCB 1106 to speak with an available Advisor.