



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

**2022-2023**  
**Student**  
**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](http://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 documentation.
3. You and/or your spouse should check the circumstance(s) that apply and provide the required documentation. *If you cannot provide the required documentation, provide a written explanation of why the information is not available.*
4. You and/or your spouse must complete the Expected Total Income and Benefits Table regardless of your circumstances; answer each line with the gross amount or "zero" if it does not apply.

**CIRCUMSTANCES THAT AFFECT STUDENT/SPOUSE**

**Check the box that best applies**

- Unemployment:** Student/Spouse must have earned money in 2020 and lost his/her job, and 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.

**Student Name** \_\_\_\_\_ **Layoff/Termination Date** \_\_\_\_\_

Have you started another job? No \_\_\_ Yes \_\_\_ Date Hired \_\_\_\_\_

**Spouse Name** \_\_\_\_\_ **Layoff/Termination Date** \_\_\_\_\_

Has your spouse started another job? No \_\_\_ Yes \_\_\_ Date Hired \_\_\_\_\_

**Suggested Documentation:**

- Submit a copy of the letter of separation/termination or letter from previous employer on company letterhead stating effective date and the circumstances under which you or your spouse left their employment; and
- Submit a copy of the last and current pay statement showing gross year-to-date wages from each job worked for both you and your spouse; 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. Student/Spouse must have earned money in 2020 and experienced a significant decrease in resources that is the result of disability, natural disaster, change in employment, or other catastrophic event.

Student: type of income lost \_\_\_\_\_

Spouse: 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 you, and your spouse.
- 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)** \_\_\_\_\_

**Documentation Required:**

- 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 in 2022 or 2023: Date of separation/divorce (mm/dd/yy)** \_\_\_\_\_

List the members of your household that physically reside with you or for which you provide over 50% of their support. Use a separate sheet of paper if necessary.

<b>Name</b>	<b>Age</b>	<b>Relationship to you</b>	<b>College Attending</b>
_____			
_____			
_____			
_____			

**Suggested Documentation:**

- Submit a copy of your 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 your and your spouse's rental lease or home mortgage payments as well as utility payments addressed to each of you at your individual residence(s); and
- Submit proof of spousal support and/or child support received and/or anticipated in 2022.

**Fill out the table on the next page if reason for special circumstance is unemployment or significant decline in income.**

**DO NOT leave any blanks, insert zero where appropriate.**

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

Please report all of your household's projected taxable and untaxed income for 2021, including business income, rental income, pension, 401K/IRA distributions, social security, disability, child support, spousal support, and all other types of income.

1. Answer **each** line with the gross amount or "zero" if it does not apply. *This form will not be processed if incomplete.*
2. Student signature is required. *This form will not be processed without a signature.*

<b>TAXABLE INCOME FROM WAGES</b> <i>(do not include your unemployment income as wages)</i>	<b>Student</b>	<b>Spouse</b>
Document gross wages earned through today's date: <i>Provide most recent pay statement</i>		
Estimate anticipated wages from today's date through December 31, 2022:		
<b>OTHER TAXABLE INCOME</b>		
Unemployment Income to date and anticipated in 2022: <i>Provide monthly 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: (in cases of separation or 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>		
<b>TYPES OF UNTAXED INCOME</b>		
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>		
<b>2022 TOTAL INCOME FROM ALL SOURCES</b>		

**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**

\_\_\_\_\_  
**Spouse Signature** **Date**

**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 during walk-in hours to speak with an available Advisor.**