



OFFICE OF FINANCIAL AID

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FAX 903-233-4302
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FAITH BRINGS US TOGETHER.
INGENUITY SETS US APART.

2009-2010 Unusual Circumstance Request

If you have unusual circumstances which may affect your need for student financial aid (such as loss of employment or major medical expenses), please use the form on page two to request a review of your individual situation.

Upon receipt of the completed form and documentation, your request will be reviewed and adjustments that are possible within the federal guidelines will be made.

We look forward to working with you throughout the financial aid awarding process. If you have any questions, please contact our office.

Sincerely,

Delinda Hall
*Senior Director of Enrollment Services
and Financial Aid*

LETOURNEAU UNIVERSITY 2009-2010 UNUSUAL CIRCUMSTANCE REQUEST

LeTourneau University will review your financial situation and make any adjustments allowable by law, which may increase your eligibility for financial aid. This form is used to report financial changes since you filed the Free Application for Federal Student Aid (FAFSA). Support your circumstances with the appropriate documentation noted below. Print all information, attach documentation, and return this form to the office of Financial Aid or fax it to 903-233-4302. The office of Financial Aid is here to serve you. Please allow a week to ten business days for processing.

- This request will be reviewed after the Financial Aid Office has received the results of your 2009-2010 FAFSA and you have completed the verification process.
- After your request and documentation has been carefully reviewed, you will be notified by telephone or e-mail of the final decision regarding your request. Additional documentation may be requested.

Student's Name _____ Student's ID No. _____

Student's E-mail _____ Parent's E-mail _____

Please check the circumstance which best applies to your situation:

Circumstance	Documentation Required
<input type="checkbox"/> Loss or reduction in employment wages	Paycheck Stubs, Letter from Employer, Unemployment statement
<input type="checkbox"/> Loss of Social Security, Child Support, Workers compensation, or other	SSA1099, Signed Statement, Statement from the Work Force Commission, Signed Statement from your lawyer
<input type="checkbox"/> Divorce or Separation	Divorce Decree or Separation Documentation
<input type="checkbox"/> Death of Father/Mother/Spouse	Death Certificate
<input type="checkbox"/> Excessive Medical Expenses already paid not covered by insurance. (Expenses that are owed cannot be counted.)	Medical Receipts, Check Numbers and amounts, EOB statements indicating non-payment by insurance
<input type="checkbox"/> Elementary/Secondary Private School Tuition	Statement of Account from the Private School
<input type="checkbox"/> Transfer of Funds from an IRA to the Roth IRA	Statement from your Tax Accountant, CPA, or Financial planner
<input type="checkbox"/> Other:	Written Documentation of Proof

Give a brief explanation of your unusual circumstances (attach an additional page if necessary). Attach documentation, which will support your situation.

Dependent students, give parent and student information. Independent students, give student (and spouse) information.
2009 Income information must be included to process.

Estimated adjusted gross income in 2009	Parent	\$	Student	\$	Spouse	\$
Estimated untaxed income/benefits in 2009	Parent	\$	Student	\$	Spouse	\$
Estimated income earned from work in 2009	Mother	\$	Student	\$	Spouse	\$
	Father	\$				

Signature of Student _____ Date _____

Signature of Parent _____ Date _____

Documentation Required: In order for all unusual circumstance requests to be processed; you must complete and return a 2009-2010 Verification Worksheet; along with a signed copy of your 2008 federal tax return and W-2's. If you do not already have the Verification Worksheet, you can download the form at www.letu.edu.