



2022-2023  
Special Conditions Request  
2022 Estimated Income

SPCD

Student ID # S \_\_\_\_\_

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

MI

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

**INSTRUCTIONS:** You are submitting this appeal to request a review of extenuating circumstances not represented in your financial aid application. Attach your statement and supporting documents. **We will neither accept nor process changes without documentation.** All other requested financial aid documents must be submitted before your request for recalculation can be processed. We may contact you to request additional information if the circumstances are not well explained/documented. Only certain circumstances qualify for review and all decisions are final. No new information will be considered once a decision has been made. You will be notified of the acceptance or denial of this application via your College of the Siskiyous student email.

*Please note: Applications may take as long as 4 to 8 weeks to process*

**SECTION 1. Check boxes below to indicate reason(s) for Loss of Income or Benefits**

- Student and/or Spouse's 2022 income and/or benefits will be LESS than 2020 due to: \_\_\_\_\_
- Student and/or Parent(s) 2022 income and/or benefits will be LESS than 2020 due to: \_\_\_\_\_
- Loss of Employment  Job Change
- Reduction in Work Hours  Loss of Benefits (child support, unemployment, etc.)
- One Time Income Received  Other (Specify) \_\_\_\_\_

**SECTION 2. Change Form & Detailed Statement**

| Month    | Student Income earned from work | Student Income from unemployment or other state benefits |
|----------|---------------------------------|--|
| Jan 2022 |                                 |  |
| Feb 2022 |                                 |  |
| Mar 2022 |                                 |  |
| Apr 2022 |                                 |  |
| May 2022 |                                 |  |
| Jun 2022 |                                 |  |
| Jul 2022 |                                 |  |
| Aug 2022 |                                 |  |
| Sep 2022 |                                 |  |
| Oct 2022 |                                 |  |
| Nov 2022 |                                 |  |
| Dec 2022 |                                 |  |

**Dependent Student input Parent information; Married students input Spouse information**

| Month    | Parent/Spouse Income earned from work | Parent/Spouse Income from unemployment or other state benefits |
|----------|---------------------------------------|--|
| Jan 2022 |                                       |  |
| Feb 2022 |                                       |  |
| Mar 2022 |                                       |  |
| Apr 2022 |                                       |  |
| May 2022 |                                       |  |
| Jun 2022 |                                       |  |
| Jul 2022 |                                       |  |
| Aug 2022 |                                       |  |
| Sep 2022 |                                       |  |
| Oct 2022 |                                       |  |
| Nov 2022 |                                       |  |
| Dec 2022 |                                       |  |

**Detailed Statement** Attach a detailed statement explaining how your financial circumstances have changed in 2022. Your statement should explain clearly how your circumstances have changed over the year, what type of income you now are earning, how much assistance you are receiving or if you are no longer receiving any wages or benefits.

**Write your statement in chronological order, beginning in January 2022 and proceeding to December 2022.** Please include all relevant information, including the following:

- Financial changes that have taken place (ex: loss of job, reduction in hours, new employment, unusual expenses, etc.).
- Date of financial change. If any income or benefits have stopped, please state clearly when they stopped.
- Income amount received before and after the financial change occurred (may need to estimate future income).
- Past and present employment information (ex: place of employment, date range, pay rate, etc.).
- Status of unemployment/disability benefits (ex: start and end dates of benefit, benefit amount(s) received, etc.)
- If you receive no income from wages or any type of benefit, state this clearly (ex: unemployment, disability, etc.)
- Any other additional information that will help describe your financial situation.

**Independent Students:** If you are married, you must also state the above information for your spouse.

**Dependent Students:** If you are a dependent student, you must state the above information for your parent(s).

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**SECTION 3. Use the checklist below to specify the type of document(s) that are attached. Check all that apply.**

- A letter from your former employer identifying the change (loss of employment and/or reduction of work) and the date of when it occurred. The letter must be on company letterhead.
- A copy of your most recent pay stub showing the year-to-date earnings (if this document is submitted Jan 31, 2023) or a **W-2 and 2022 Tax Return Transcript (if this document is submitted after Jan 31, 2023)**.
- A copy of your most recent check stub from unemployment, Social Security or other types of financial (if applicable).
- Other (*Please specify*): \_\_\_\_\_

**SECTION 4. Enter the current (year-to-date) and projected 2022 wage income and/or benefit amount(s):**

**(Do not leave student section blank)**

| <b>Student</b>                          | <b>Spouse/Parent(s)</b> |          |   |
|---|-------------------------|----------|---|
| <b>Current Year-to-Date wages</b>       |                         |          |   |
| <b>From Jan 2022 through today:</b>     | \$ _____                | \$ _____ | <b>From: Jan 1, 2022 to:</b> _____<br><i>(today's date)</i>         |
| <b>Projected wages from today</b>       |                         |          |   |
| <b>through Dec 2022:</b>                | \$ _____                | \$ _____ | <b>From:</b> _____ <b>to: Dec 31, 2022</b><br><i>(today's date)</i> |
| <b>Other projected benefits/income*</b> | \$ _____                | \$ _____ | <b>From: Jan 1, 2022 to: Dec 31, 2022</b>                           |

\*(Include unemployment, disability, social security, pension and/or other income not reported in wages above. Please list the sources below)

|                |       |       |
|----------------|-------|-------|
| <b>Source:</b> | _____ | _____ |
| <b>Source:</b> | _____ | _____ |
| <b>Source:</b> | _____ | _____ |

**CERTIFICATION:** *All of the information on this form is true and complete to the best of my knowledge. I understand that the information submitted is subject to verification. I understand that if I do not provide documentation, my request for review of special circumstances will not be processed. False statements or misrepresentations will be cause for denial, reduction, withdrawal and/or repayment of financial aid.*

\_\_\_\_\_  
**Student Signature (required)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature (required if dependent student)**

\_\_\_\_\_  
**Date**

**Fall Only Deadline: November 1, 2022**  
**Spring/ Full Year Deadline: April 3, 2023**