SPECIAL CONDITION APPLICATION - INDEPENDENT STUDENT

STEP 1:
Student’s Name ____________________________________________________________________
Student’s Permanent Mailing Address ____________________________________________________________________
Please Print Student’s Name _______________________________________________________

STEP 2:
Please complete any of the following that apply. At least one of the conditions in A-F must apply or you are not eligible to complete this form.

A. You (the student) worked fulltime (at least 35 hours a week for at least 30 weeks) in 2012, but you are not working fulltime now. Indicate: the total number of weeks you worked fulltime in 2012 _________; your average number of hours worked during those weeks ______; and the reason for the reduction in your employment; Condition could have developed due to retirement. (Unemployment status must be present for 8 WEEKS, THE MAJORITY OF WHICH ARE IN 2013): ____________________________
___________________________________________________________________________________
___________________________________________________________________________________

B. Your spouse earned money in 2012, but has lost his/her job for at least 8 weeks, the majority of which are in 2013. Indicate the dates of unemployment - from __/__/__ to __/__/__; and the reason for the unemployment:
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

C. You or your spouse (circle one) earned money in 2012, but has not been able to earn money in the usual way for at least 8 weeks, the majority of which are in 2013. This must be the result of either a disability or a natural disaster that happened in 2012 or 2013. Indicate the dates of loss of income – from __/__/__ to __/__/__ and describe the disability or natural disaster: _________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

D. You or your spouse (circle one) received some untaxed income or benefit in 2012 but have COMPLETELY lost that income or benefit. The untaxed income or benefit must be from a public or private agency, from a company, or from a person because of a court order. (Don’t include loss of veteran’s educational benefits.) Untaxed income and benefits include:
__________________________________________________________________________________
___ Court-ordered child support
___ Untaxed retirement or disability benefits
___ Other; please describe________________________________________________________
Indicate: dates of loss of income, from __/__/__ to __/__/__ and the reason for the loss:
__________________________________________________________________________________
__________________________________________________________________________________

*E. You have already applied for federal student aid and, since that time, you have gotten separated or divorced. Write in the date you got separated or divorced ____________________.

*F. You have already applied for federal student aid and, since that time, your spouse has died. Write in the date that your spouse died: ____________________

*If you were separated/divorced when you originally applied for financial aid, or your spouse had died prior to that time, this form is not relevant: Stop here and contact our office.

*If you are completing this form because you have become separated or divorced, or because your spouse has died after you originally applied for aid, only include information relevant to you throughout this form. (i.e.: your expected income only, the number of people you will support, and only your share of assets, including expected life insurance benefits, etc.)

STEP 3:
What is your current marital status?
___ single ___ married ___ divorced ___ separated ___ widowed

STEP 4:
Who will be a part of your household in the 2013-14 school year?
Number of family members in 2013-14: _____ (Write in the total number of people that you (and your spouse) will support between July 1, 2013 and June 30, 2014. Always include yourself. Also include dependent children. Include other people only if they live with you and you provide over ½ of their support and you will continue to provide that support.)

Number of college students in 2013-14: _____ (Of the number above, write in the number of family members who will be in college at least ½ time in the 2013-14 school year. Include yourself.)

STEP 5:
Please complete all questions below, even if the answer is $0:

I/we will complete the following 2013 tax form: __1040A or EZ __1040 __Won’t file

Expected 2013 Income
A. Your earnings from Jan. 1, 2013 through today: __________
B. Your total expected 2013 current earnings: __________
C. Your expected TOTAL 2013 unemployment compensation: __________
D. Your spouse’s earnings from Jan. 1, 2013 through today: __________
E. Your spouse’s total expected 2013 current earnings: __________
F. Your spouse’s expected TOTAL 2013 unemployment compensation: __________
G. Other expected taxable income for 2013:
   Include such things as severance pay, interest and dividend income, rents, royalties, partnerships, capital gains, taxable social security benefits, total taxable IRA, pension and annuity distributions, alimony, business or farm income not reported above, etc.

H. Total of A-E:
   This total should not be substantially different from your actual 2012 federal adjusted gross income, once your 2013 federal tax return is completed.

Expected 2013 U.S. Income Tax To Be Paid:
Don’t include self-employment, state/local, or social security tax. Also, report your expected year-end tax responsibility, not what will be withheld from your paycheck.

Expected Untaxed Income/Benefits:
In figuring expected untaxed income and benefits for 2013, remember that for each kind of income or benefit below you must add together the amount actually received from 1/1/13 until today and the amount expected from tomorrow until 12/31/13.

Please report a value for all of the following, even if the response is $0.

Voluntary payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), which includes payments to IRA/KEOGH, 401K or 403B programs: __________
Tax exempt interest income: __________
Untaxed portions of IRA distributions and pensions. Exclude rollovers: __________
Child support received for all children: __________
Housing, food and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits): __________
Money received, or paid on your behalf (e.g., bills paid) not reported elsewhere: __________
Veteran’s noneeducational benefits such as Disability, Death Pension, or Dependency and Indemnity Compensation (DIC): __________
Any other untaxed income and benefits not reported elsewhere such as workers’ compensation, untaxed portions of retirement benefits, disability, etc.

DON’T INCLUDE:
*taxable income or any income reported elsewhere on the form
*money from student financial aid
*veteran’s benefits for education (GI Bill, Dependents Educational Assistance Program, or VA Contributory benefits).
*money to be paid into tax-sheltered or deferred annuities or "rollover" pensions
*untaxed combat pay
*flexible spending arrangements (e.g., cafeteria plans)
*untaxed Social Security benefits
*welfare benefits (including food stamps or housing subsidies)

STEP 6
Amount of child support to be PAID OUT in 2013 by you/your spouse. (Not to be confused with amount to be RECEIVED in 2013.) Please provide the full name of the child(ren) for whom support will be paid and the amount to be paid in 2013: __________________________

Is the child(ren) included in the family size in Step 4 above? __________________________

Amount of Education Tax Credits that you expect to take in 2013: __________________________

Taxable earnings from Federal Work Study or other need based work programs expected in 2013: __________________________

Student grant, scholarship, fellowship and assistantship aid, including AmeriCorps, that will be reported to the I.R.S. in 2013 in your adjusted gross income: __________________________

Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income: __________________________

STEP 7:
YOUR ASSETS
Add up all the money you/your spouse have today in cash, savings accounts, and checking accounts: __________________________

If you own other real estate or have investments: (If you don’t, write in $0. Don’t include the value or debt of your home if it is the primary place of residence.)

What are they worth today? __________________________

What is owed on them? __________________________

If you own a business: (If you don’t, write in $0. Don’t include the value of a small business that you own that has fewer than 100 full time employees.)

What is your share worth today? __________________________

What is owed on your share? __________________________

If you own a farm: (If you don’t, write in “0“)

What is your share worth today? __________________________

What is owed on your share? __________________________

If you have ownership in a farm, do you live on that farm, and will you claim on Schedule F of your 2013 tax return that you “materially participated in the farm’s operation”? ______ Yes ______ No

STEP 8:
Please list any other circumstances you would like us to be aware of, or provide explanation of any information you have reported:
STEP 9:
Certification: All of the information on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to give proof of the information that I have given on this form.

________________________________________  _______________________________________
Student Signature      Signature of Student’s Spouse

Date Completed: _________________

SPECIAL NOTE: You may be required to submit a copy of your actual 2013 federal tax return once it is completed, to verify the accuracy of the information reported on this form. It is therefore important that you make this information as accurate as possible. Any state, federal, or institutional aid awarded based on the information provided on this application may be revoked if actual figures differ significantly from those provided, or if you fail to submit the requested 2013 tax return.

Upon completion, mail this form to: Office of Financial Assistance
Buena Vista University
610 West 4th Street
Storm Lake, Iowa 50588

If you have questions, please call: 1-800-383-2821 ext.2164