



Office of Student Financial Services
Polytechnic Institute of New York University

Request Form for Special Circumstances/Professional Judgment Review
Award Year 2011-2012

Student Name: _____ NYU-POLY ID: _____

NYU-POLY recognizes that situations occur which may affect a student's eligibility for federal financial aid. Complete this form and submit it to the Office of Student Financial Services with the appropriate documentation. Please allow up to three weeks for the review process. All decisions are final. Incomplete requests will be returned and will not be reviewed until we have all the required documentation.

Step 1: Check the appropriate circumstance that applies to you:

____ Parent, Independent Student or Spouse is currently unemployed and has been unemployed for at least 4 weeks. (Enclosed documentation that provides date of termination/release and amounts of any unemployment benefits to be received, amount of income earned before job termination and signed student statement.)

____ Independent Student who previously worked at least 35 hours/week and has left their employment in order to attend college full-time. (Letter from former employer and signed student statement.)

____ Parent, Independent Student or Spouse currently unemployed and has been unemployed for at least 8 weeks due to disability. (Disability documentation and statement from student and/or parent)

____ Untaxed income of benefits received 2010 has ceased completely. (Enclose documentation from the agency providing the benefits.)

____ Death of parent or spouse, which occurred after applying for financial aid. (Enclosed a copy of death certificate.)

____ Divorce or separation, which took place after applying for financial aid. (Enclosed a copy of the divorce decree or a letter from your lawyer indicating the filing date of the divorce.)

____ Excessive medical and/or dental expenses claimed on your 2010 tax return. (Enclose schedule A from IRS 1040.)

____ Other (please provide detailed description) _____

_____.

Step 2: Gather all requested documentation including termination letter from employer and/or letter from attorney or clergy person, if applicable. Attach signed 2010 tax returns including schedules A,B,C,D,E,F, H, and SE, W-2 forms, and documentation from the employer, 2 recent pay stub(s) verifying 2010 year-to-date income for parent, student and/or spouse.

Step 3: In addition to the documentation required, you must also complete the following section requesting anticipated taxable and untaxable income from January 1, 2011 – December 31, 2011. Provide annual amounts not monthly amounts. If you are unsure, make an estimation of how you think you/your family will be able to support yourselves this year.

2011 Estimated Gross Income	Student	Spouse	*Parent(s)
Wages, Salaries, Tips			
Interest Income			
Pension			
Business/Farm Income			
Alimony			
Unemployment			
Other			
ANNUAL TOTALS			

2011 Estimated Untaxed Income	Student	Spouse	*Parent(s)
Social Security/ SSI			
TANF			
Child Support Received			
Pension (Untaxed)			
Earned Income Credit			
Workers Compensation			
Disability Benefits			
Military Benefits			
Veteran Benefits			
Cash Support			
OTHER			
ANNUAL TOTALS			

Step 4: I declare that all the information I provided on this form is true and correct to the best of my knowledge.

Student Signature _____ Date ____/____/____

Spouse Signature _____ Date ____/____/____

Parent Signature _____ Date ____/____/____

**Parent information and signature required for Dependent Students only.*

Step 5: Attach this form to additional documents requested and return to the Office of Student Financial Services via fax at 718-260-3052 or you can mail to Polytechnic Institute of NYU, Office of Student Financial Services, Six MetroTech Center, Brooklyn New York 11201. NOTE: Additional documentation may be requested.