



FINANCIAL AID MODIFICATION

You may request a change to your financial aid eligibility based on a reduction in income or other circumstance that occurred after the 2018 tax year. Changes in income for 2019 or projected 2020 income are considered. If using projected income, wait to submit this form until your income is stable enough to make a reliable projection. Attach required documentation to this form. Petitions without documentation will not be accepted. Upon approval of your request, you will be notified by email and your FAFSA will be updated on your behalf. Only changes that result in more favorable aid will be made. In general, one Petition for Special Circumstance will be considered per academic year. Incomplete Petitions may be rejected or require additional processing time. **Please allow 2-3 weeks for review.**

Part 1: Student Information

Last Name _____ First Name _____ Student ID Number _____
 Previous Last Name (s) _____ Email Address _____

Part 2: Circumstances & Required Documentation (select all that apply)

- Change in marital status (Effective Date: _____).** You must provide:
 - Copy of divorce decree or separation agreement, and
 - Written explanation including date of physical separation, list of family members who reside in your household after separation occurred, any amount paid or received for alimony or child support and dates of payments.
- Loss of employment or income (Effective Date: _____).** You must provide:
 - Written explanation including effective dates, and
 - Copy of last pay stub, termination papers and unemployment documentation, as applicable, and
 - Most recent pay stub from current employer, if employed.
- Loss of benefit (child support, Social Security, etc.) (Effective Date: _____).** You must provide:
 - Written explanation including effective dates, and
 - Official documentation of loss of benefit (e.g., child support agreement, letter from SS Administration).
- Other circumstance (Effective Date: _____).** You must provide:
 - Written explanation including effective dates, and
 - Copies of supporting documentation to substantiate your current financial circumstances.

Part 3: Tax Year & Required Documentation

Select which tax year you would like to use. For the tax year selected, provide all required documentation.

- 2019 actual income. You must provide:**
 - Your 2019 Tax Return Transcript (see IRS.gov for assistance) or a signed copy of your 2019 tax return.
 - Copies of all 2019 W-2s.
- 2020 estimated income. You must provide:**
 - Copies of all 2020 paycheck subs, and
 - Complete all 2020 information of the tables on this form

PS Office Use Only
 Committee Decisions: Approved Not Approved EFC _____
 BA/GP _____ Received: _____

Part 4: Taxable Income complete if using 2020 tax year

2020 Taxable Income	2020 Actual 01/01/20 to Present	2020 Estimated Present to 12/31/20	2020 Total Actual + Estimated
Student wages, salaries and tips	\$	\$	\$
Spouse wages, salaries and tips	\$	\$	\$
Business income	\$	\$	\$
Unemployment compensation	\$	\$	\$
Other taxable income (including alimony, Social Security, etc.)	\$	\$	\$
Total Taxable Income	\$	\$	\$

Part 5: Untaxed Income

Complete the section for your selected tax year only	2019	2020		2020 Total Actual + Estimated
	Skip if using 2020 tax year	Actual 01/01/20 to present	Estimated Present to 12/31/20	
Child Support Received	\$	\$	\$	\$
Workers' compensation	\$	\$	\$	\$
Veteran's non-education benefits	\$	\$	\$	\$
Life Insurance received	\$	\$	\$	\$
Funds paid on your behalf and other income benefits or wages not subject to taxation	\$	\$	\$	\$
Total Untaxed Income	\$	\$	\$	\$

Part 6: Income Exclusion

Complete the section for your selected tax year only	2019	2020		2020 Total Actual + Estimated
	Skip if using 2020 tax year	Actual 01/01/20 to present	Estimated Present to 12/31/20	
Child Support Paid	\$	\$	\$	\$
Total Untaxed Income	\$	\$	\$	\$

Signature

I certify that I have read this form carefully and the information provided is true and correct to the best of my knowledge.

Student Signature _____ Date _____
 Spouse or Parent Signature (if applicable) _____ Date _____

Petition for Special Circumstances

Where to find this form:

<https://www.btc.edu/CurrentStudents/FinancialResources/FinancialAid.aspx>

PART 1:

STUDENT INFORMATION

*First & Last name as listed on FAFSA/WAFSA

BELLINGHAM TECHNICAL COLLEGE
3228 Lindbergh Ave. Bellingham, WA 98225 • (360)752-8351 • fax 360)752-7151 • FinAid@btc.edu
PLEASE DO NOT EMAIL CONFIDENTIAL INFORMATION

**2020-2021
Petition for Special Circumstance**

You may request a change to your financial aid eligibility based on a reduction in income or other circumstance that occurred after the 2018 tax year. Changes in income for 2019 or projected 2020 income are considered. If using projected income, wait to submit this form until your income is stable enough to make a reliable projection. Attach required documentation to this form. Petitions without documentation will not be accepted. Upon approval of your request, you will be notified by email and your FAFSA will be updated on your behalf. Only changes that result in more favorable aid will be made. In general, one Petition for Special Circumstance will be considered per academic year. Incomplete Petitions may be rejected or require additional processing time. **Please allow 2-3 weeks for review.**

Part 1: Student Information

Last Name	First Name	Student ID Number
Previous Last Name (s)	Email Address	

*Only applies if recently married or divorced

*Double check it is written correctly

Part 2:

Circumstances & Required Documentation

Part 2: Circumstances & Required Documentation (select all that apply)

- Change in marital status (Effective Date: _____).** You must provide:
 - Copy of divorce decree or separation agreement, **and**
 - Written explanation including date of physical separation, list of family members who reside in your household after separation occurred, any amount paid or received for alimony or child support and dates of payments.
- Loss of employment or income (Effective Date: _____).** You must provide:
 - Written explanation including effective dates, **and**
 - Copy of last pay stub, termination papers and unemployment documentation, as applicable, **and**
 - Most recent pay stub from current employer, if employed.
- Loss of benefit (child support, Social Security, etc.) (Effective Date: _____).** You must provide:
 - Written explanation including effective dates, **and**
 - Official documentation of loss of benefit (e.g., child support agreement, letter from SS Administration).
- Other circumstance (Effective Date: _____).** You must provide:
 - Written explanation including effective dates, **and**
 - Copies of supporting documentation to substantiate your current financial circumstances.

Part 3: Tax Year & Required Documentation

- ✓ Double check required document(s)
- ✓ If possible, make copies of submitted documents for your own record.
- ✓ Include dates, such as last day worked.
- ✓ Include how it impacts ability to pay for school.
- ✓ Be as specific as possible for written explanations! This could speeded up the appeal process.

*loss of employment or income could be you as the individual, your spouse, or your parent(s)/guardian(s)



Family disaster or natural disaster

Ex. Landslides



Extraordinary Expenses

Ex. High medical/dental expenses, a family member becomes ill, a parent or spouse becomes incarcerated



Other Instances

Ex. COVID-19, one time work bonus, cashing in 401K, inheritance



Any Others?

This list isn't exhaustive!!! If you're unsure if you qualify for a special circumstance, email your financial department to see if you're eligible!

OTHER CIRCUMSTANCES

WRITTEN EXPLANATION EXAMPLES

JOB LOSS

"Due to losing my job, I've had a \$6,000 reduction of income since my last tax return."

EXTRA- ORDINARY EXPENSES

"Due to breaking my leg, I had to get surgery which resulted in \$2,000 out of pocket expenses that weren't covered by my insurance."

WORK BONUS

"My 2018 tax income included a one time work bonus of \$_ which I didn't receive the following year."

SEASONAL JOBS

"Due to lower production levels this year, the company greatly reduced our hours resulting in a loss income of \$_"

*Seasonal jobs includes: agriculture, warehouse, construction, etc.

Part 3 through 6:

Carefully follow the steps listed for each section

Part 3: Tax Year & Required Documentation

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- Copies of all 2019 W-2s.

2020 estimated income. You must provide:

- Copies of all 2020 paycheck subs, and
- Complete all 2020 information of the tables on this form

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 Committee Decisions: Approved Not Approved EFC _____
 BA/GP _____

Received: _____

PART 4 Taxable Income

Part 5: Untaxed Income

Complete the section for your selected tax year only	2019	2020		
	Skip if using 2020 tax year	Actual 01/01/20 to present	Estimated Present to 12/31/20	2020 Total Actual + Estimated
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Veteran's non-education benefits	\$	\$	\$	\$
Life Insurance received	\$	\$	\$	\$
Funds paid on your behalf and other income benefits or wages not subject to taxation	\$	\$	\$	\$
Total Untaxed Income	\$	\$	\$	\$

PART 6 Income Exclusion

PART 3 Tax Year & Required Documentation

Part 4: Taxable Income - complete if using 2020 tax year

2020 Taxable Income	2020 Actual 01/01/20 to Present	2020 Estimated Present to 12/31/20	2020 Total Actual + Estimated
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Spouse wages, salaries and tips	\$	\$	\$
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Total Taxable Income	\$	\$	\$

PART 5 Untaxed Income

Part 6: Income Exclusion

Complete the section for your selected tax year only	2019	2020		
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Child Support Paid	\$	\$	\$	\$
Total Untaxed Income	\$	\$	\$	\$

Signature

I certify that I have read this form carefully and the information provided is true and correct to the best of my knowledge.

Student Signature _____ Date _____

Spouse or Parent Signature (if applicable) _____ Date _____

Get in Touch with Financial Aid

<https://www.btc.edu/CurrentStudents/FinancialResources/FinancialAid.aspx>

MAILING ADDRESS

3028 Lindbergh Ave. Bellingham WA 98225

EMAIL ADDRESS

finaid@btc.edu

PHONE NUMBER

(360)752-8351

