

**Request for Special Circumstance Review 2021-2022 Academic Year**

Student's Name: \_\_\_\_\_ MassBay ID#: \_\_\_\_\_

- Will your income and/or your spouse's or parents' income be less in 2021 than in 2019?  
 Yes       No
- Please report the date the change took place and then check the appropriate reason below.

**DATE OF CHANGE:** \_\_\_\_\_

✓ Below	
	Loss of income due to COVID-19 pandemic
	Unemployment or change in employment
	Divorce/separation
	Disability of student, spouse or parent
	Death of spouse or parent
	Unusual medical expenses
	One-time adjustments to income (e.g. back paid Social Security, IRA or pension distribution)

**Required Documentation to submit with this form:**

- A separate typed letter, including physical signature and date, explaining your special circumstances in detail.
- Income Tax Documentation: *(If you do not have either document below please explain why, in your letter explaining your special circumstance.)*
  - Most Recent Federal Tax Return Transcripts or a signed copy of the Federal Tax Return.
- Supporting documentation related to your circumstance. *Examples:* last pay stub, unemployment forms, layoff notice, current paystub - if re-employed (include spouse's most recent paystub if married), court papers, doctor's note, disability claim, death certificate, etc.)

**\*Please Note:** We **WILL NOT** process your request without a complete form and proper documentation. Failure to provide the requested documentation will result in a delay and/or possible denial regarding the processing of your review request.

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<b><u>Anticipated Income for 01/01/2021 to 12/31/2021</u></b>	<b><u>Actual 01/01/21 -Today</u></b>	<b><u>Estimated Today -12/31/21</u></b>	<b><u>Total</u></b>
Student's wages, salaries, tips (including severance pay, disability payments and other income from work)			
Spouse's salaries, tips (including severance pay, disability payments and other income from work) – if applicable			
Father's wages, salaries, tips (including severance pay, disability payments and other income from work) – if applicable			
Mother's wages, salaries, tips (including severance pay, disability payments and other income from work) – if applicable			
Unemployment Benefits			
Social Security Benefits			
Alimony and/or child support			
Other Untaxed income ( e.g. Workers' Compensation)			
<b>Total Anticipated Income for 2021</b>			

***Do not leave blank boxes above! If it is zero, please write zero or not applicable.  
 Incomplete forms will be returned to the student.***

**My physical signature certifies that the information provided above is true. I agree to provide additional proof of the information, if requested.**

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent's Signature

\_\_\_\_\_  
 Date

***NOTE: Signature cannot be typed or stamped. Must be a physical signature (signed by pen).***