

PALO ALTO COLLEGE – STUDENT FINANCIAL SERVICES
SPECIAL CONDITIONS
Procedures

Financial Aid applicants who have experienced a reduction of income which affects their ability to pay college cost may request a *Special Conditions appeal*. This process will not begin unless the student has contacted a Financial Aid Advisor to assess their situation and determine if it qualifies for Special Condition consideration. A special form is required and is only available through the Financial Aid Advisor.

Due to the sensitive information that will be disclosed “walk ins” will not be reviewed on the spot. Special Conditions are processed by appointment only!

- Current year **FAFSA** must first be submitted to the federal processor and electronically received by our office.
- **Special Conditions cannot be considered during peak (busy) registration periods.**
- Each request is considered on a case-by-case basis.

Two (2) Types of Special Conditions:

#1. Income Adjustment due to:

- ⇒ Loss or reduction of student/spouse or parent income.
- ⇒ Death, disability, or serious illness of a wage earner.
- ⇒ Recent divorce of the student or the dependent student’s parents.
- ⇒ Termination of child support.
- ⇒ Out of pocket medical or dental expenses that have already been paid, not covered by insurance.
- ⇒ One-time (lump sum) income such as severance pay, etc.

#2. Dependency Status Override:

Based on extenuating circumstances the financial aid administrator has the discretion to approve changing a student’s dependency status from Dependent to Independent (not required to report parent’s income).

A. Conditions that do not qualify for the “override”:

- 1) Parents refusal to contribute to the students education;
- 2) Parents unwillingness to provide application information or verification documents;
- 3) Student can demonstrate total self-sufficiency.
- 4) Parents do not claim the student as dependent for income tax purposes.
- 5) Parents do not support the student.
- 6) Student does not live with the parent/s.

B. Qualifying conditions may include:

- 1) An abusive family environment which forces the student to move out of the home.
- 2) Abandonment by parents.

This is in accordance with the federal Higher Education Act and cannot be waived by a Financial Aid professional.

Supporting documentation must be provided as applicable, but not limited to the following:

- ⇒ Special Conditions application – only available at the PAC Financial Aid Office.
- ⇒ Copies of Income Tax Returns
- ⇒ Current year pay check stubs with year-to-date earnings
- ⇒ Verification Worksheet (available on our website and in the SFS office)
- ⇒ Official letters from professionals (Social Worker, Attorney, Law Enforcement officials, counselor’s etc.)
- ⇒ Clearly written statement explaining the student’s current income and/or family situation.
- ⇒ Receipts of paid medical/dental expenses.
- ⇒ Documentation to verify loss of child support or other benefits.
- ⇒ Other documentation as requested by the financial aid administrator.

Call the Palo Alto College Student Financial Services office for an appointment at (210) 486-3600.