

Request for Special Consideration 2011-2012

Financial aid is determined using a federal calculation called the Federal Methodology. While this calculation is the same for all students who apply for financial aid, Robert Morris University realizes that students and their families sometimes experience special circumstances requiring individual attention. The Financial Aid Office will review each special situation on an individual basis to determine if professional judgment should be utilized to recalculate financial need. We cannot guarantee an increase to the financial aid awards(s), however, we do intend to be fair and timely with each case that is reviewed.

Name	RMU ID#
Address	
Phone Number	Email Address

IMPORTANT: We can only reconsider your financial aid for certain extenuating circumstances. Typical reasons have been listed below. Please check the reason for your special consideration request. In addition to the items listed below, you are required to submit a **SIGNED 2010 Federal 1040 Tax Return** for student and parent (if dependent). You should also submit a **2011-2012 Verification Worksheet**, which can be printed from the Financial Aid Section of the RMU website. Failure to submit the appropriate documentation will delay our ability to accurately review your situation.

Loss of Employment or Change in Employment Status

(This form should only be submitted 10 weeks after the last day of employment)

Date _____

If applicable, please send:

- 2010 W-2 statements
- Copy of paystub from previous job
- Most recent paystub from new employer, if applicable
- Letter from previous employer documenting effective dates
- Documentation from unemployment office

Death of Parent or Spouse

Date _____

Please send:

- 2010 W-2 statements
- Copy of Death Certificate

Divorce/Separation

Date _____

- 2010 W-2 statements
- Copy of divorce decree and/or separation agreement

Unusually High Medical Expenses

(Only medical expenses exceeding 5% of your total income are considered unusually high)

- Schedule A of your 1040 tax form
- Copies of medical bills
- Documentation indicating what percentage of medical expenses will be covered by health/medical insurance

Other Extenuating Circumstance

Date _____

- Appropriate documentation

Student Name _____

RMU ID # _____

In the space provided below, please explain the details of your extenuating financial situation. Please be as specific as possible. You may attach an additional sheet if necessary.

Actual and Projected Income and Earnings

In this section, you are only required to report the income source(s) that relates to your special consideration request. Please be as accurate as possible with your figures. The documentation submitted with this form should support your projected 2011 figures.

INCOME SOURCE	2010	2011 (Projected)
Father's Income from Work		
Mother's Income from Work		
Student's Income from Work		
Spouse's Income from Work (if student is married)		
Child Support		
Other Income (please specify)		

By signing this document, I (we) certify that all of the information reported is complete and correct to the best of my (our) knowledge.

Student Signature _____

Date _____

Parent/Spouse Signature _____

Date _____

RETURN TO: Robert Morris University - Financial Aid Office, 6001 University Blvd, Moon Township, PA 15108 Fax: (412)397-2200

Office Use Only

Date of Review _____

Final Decision _____

Additional Comments _____

Signature _____