



Instructions for getting your forms in LoLA:

From LDCC Homepage [www.ladelta.edu](http://www.ladelta.edu)

Log onto LOLA – with your username and password

Under Self Service BANNER – click on FINANCIAL AID

Under Financial Aid Links-Click on Louisiana Delta Community College

Select the 2023 -2024 Award Year from the drop down and view your requirements

“Unsatisfied Requirements” will be displayed. Click on forms requested and a PDF form(s) should display

You must **first** save the PDF fillable form(s) on your desktop, laptop, or phone. Next, complete, sign (student and parent if needed; you may also sign with a digital signature), and upload them to the “**Financial Aid Document Upload**” Portal at the following link:

<https://www.ladelta.edu/admissions/financial-aid/financial-aid-document-upload>

**OR** at [www.ladelta.edu/](http://www.ladelta.edu/). Click on Admissions > Financial Aid > Financial Aid Document Upload (located on the side toolbar)

You must click “BROWSE”, on the portal, to attach your completed form(s) for upload

**Please check your LOLA weekly for updates**



Office of Financial Aid  
2023-2024 Special Circumstance Request  
Form

Monroe Campus Phone 318-345-9005 Fax 318-345-9006

This request is used to adjust the income reported on the current year's Free Application for Federal Student Aid (FAFSA) due to a change of circumstances during the calendar or academic year. Please adhere to the following:

- LDCC will accept request form along with all required documentation.
- Attach 2021 and 2022 IRS Tax Return Transcript.
- Completed forms will be reviewed within 15-20 business days.

Student's Name \_\_\_\_\_ Student ID # \_\_\_\_\_ DOB \_\_\_\_\_

Best Contact Phone # \_\_\_\_\_ Semester: **SUM23** \_\_\_\_ **FA23** \_\_\_\_ **SPR24** \_\_\_\_

**STEP 1:** All students MUST submit the following documentation, regardless of their reason for filing a Special Circumstance Request.

DEPENDENT STUDENTS	INDEPENDENT STUDENTS
<ul style="list-style-type: none"><li>➤ Student's current check stub (if employed)</li><li>➤ Father's current check stub (if employed)</li><li>➤ Mother's current check stub (if employed)</li><li>➤ Current check stubs or statements for all untaxed benefits</li></ul>	<ul style="list-style-type: none"><li>➤ Student's current check stub (if employed)</li><li>➤ Spouse's current check stub (if employed)</li><li>➤ Current check stubs or statements for all untaxed benefits</li></ul>

In addition to the current check stub(s), the following documentation is also required:

**LOSS OF EMPLOYMENT OR REDUCTION IN PAY/HOURS** - Student/Spouse/Parent was working during 2021 or 2022 but is now working fewer hours or is unemployed.

- Loss of Employment is when a student/parent is laid-off or dismissed from work.
- Loss of Employment does **not** mean you **voluntarily quit** your job.
- Loss of Employment or change in employment due to COVID-19
- Temporary reduction in income due to COVID-19
- Loss of 2022/2023 earnings due to disability of natural disaster (ex: tornado, hurricane, etc)

The following documentation is required from the unemployed household member:

- Last check stub(s) from previous employer during 2021 and 2022
- Letter from previous employer stating date of termination or reduction in pay and/or hours
- Benefit or denial letter from Unemployment Office
- Documentation of year-to date income

**LOSS OF BENEFITS** - Student/Spouse/Parent has lost some or all benefits. The following documentation is required:

- Last check stub(s) or printout of benefit(s) received during 2021 and 2022
- Letter from agency verifying date and amount of benefit(s) lost

**DEDUCTION OF ONE-TIME PAYMENT** - Student/Spouse/Parent received a ONE-TIME PAYMENT (pension, IRA, annuities, gambling winnings, settlement, etc.). The following documentation is required:

- Receipt(s) showing where one-time payment was spent
- Copy(s) of bank account statements
- Statement from agency to verify one-time payment and to indicate no future payments expected

**SEPARATION OR DIVORCE** - Student/Parent was married when the FAFSA was filed but has now separated or divorced. The following documentation is required:

- Court documentation verifying legal separation or divorce if provided by your state
- If no legal separation can be provided, submit the following:
  1. Notarized statement by parent or independent student indicating date of separation.
  2. Two bills (utility and telephone bills) from each parent or independent student and spouse showing different addresses.

**DEATH OF A SPOUSE OR PARENT** - Spouse/Parent passed away after the FAFSA was filed. The following documentation is required:

- Copy of Death Certificate and Obituary

**UNUSUAL EXPENSES** - Student/Spouse/Parent has unusual medical expenses NOT covered by insurance or pays private school tuition. The following documentation is required:

- Copy of bill(s) AND receipt(s) of payment

**REFUSAL OF PARENTAL SUPPORT/DOCUMENTATION** – Parent(s) refuse to complete the FAFSA, and the parent(s) do not and will not provide any financial support for the student.

- Notarized Letter from parent(s) indicating refusal to complete the FAFSA **AND** that they do not and will not provide financial support to the student.
- Letter must include the date support ended.
- Letter from a third party, such as teacher, counselor, cleric, or court stating their relationship with the student and their knowledge of parent(s) refusal to support the student.
- **Note:** If approved, student may qualify for an Unsubsidized Loan Only.

**STEP 2: CIRCUMSTANCE TO BE CONSIDERED (check one):**

- ☐ Loss of employment
- ☐ Separation or divorce
- ☐ Loss of benefits
- ☐ Death of a spouse or parent
- ☐ Deduction of a one-time payment / Unusual expenses

**STEP 3: REASON FOR FILING**

In the space below, give specific dates and reasons as to when and why income changes occurred. Be specific and list events in chronological order. If needed, attach an additional page for explanation.

**STEP 4: VERIFICATION OF HOUSEHOLD SIZE & STUDENT CERTIFICATION**

Write the names of all household members. Also, write the name of the college attended for any household member (excluding parents) who will be attending college at least half time from July 1, 2023, to June 30, 2024, and will be enrolled in a degree or certificate program. If you need more space, attach a separate sheet of paper.

Dependent students include yourself, your parents, and any dependents that your parents provide more than half of their support during the dates listed above.

Independent students include yourself, your spouse (if you are legally married), your children (if you provide more than half of their support during the dates listed above) and other dependents (if they live with you and you will continually provide more than half of their support during the dates listed above).

Full Name	Age	Relationship to Student	Name of College
		<i>Self</i>	<i>LA Delta</i>

## STEP 5: PROJECTED INCOME

Project the anticipated income for yourself and your spouse/parent(s) in the space provided. Adjustments to 2020 and 2021 income will be made after verifying your estimated 2020 and 2021 income based on the submitted documents.

- **A 2021 and 2022 IRS tax return transcript and/or W-2's is required for all Special Circumstance Requests regardless of which column you fill out.**

Student/Spouse EXPECTED INCOME (Calendar Year OR Fiscal Year)	CALENDAR YEAR (Jan.1, 2022 – Dec. 31, 2022)	Office Use Only
Adjusted Gross Income (Wages, unemployment, interest income, etc.)		
Income Tax Due		
Income earned from work by student		
Income earned from work by spouse		
Untaxed Income (Social Security Benefits, Disability, TANF, Public Assistance, etc.)		

Parent(s) EXPECTED INCOME (Calendar Year OR Fiscal Year)	CALENDAR YEAR (Jan.1, 2022 – Dec. 31, 2022)	Office Use Only
Adjusted Gross Income (Wages, unemployment, interest income, etc.)		
Income Tax Due		
Income earned from work by father		
Income earned from work by mother		
Untaxed Income (Social Security Benefits, Disability, TANF, Public Assistance, etc.)		

I certify that all the information reported to qualify for federal aid is complete and correct to my knowledge. If additional documentation is required, I will submit those documents in a timely manner, or my Special Circumstance Request will be denied. I also understand that if I give false or misleading information, I may be fined, jailed, or both

Student Signature

Date

Parent Signature (required if student is dependent) Date

**FOR OFFICE USE ONLY**

\_\_\_\_\_ Special Circumstance Request Approved      New EFC: \_\_\_\_\_ Corrections: \_\_\_\_\_ Yes \_\_\_\_\_ No

Comments: \_\_\_\_\_

\_\_\_\_\_ Special Circumstance Request Denied      Reason for Denial: \_\_\_\_\_

\_\_\_\_\_ Incomplete. Documentation needed: \_\_\_\_\_ Date: \_\_\_\_\_

FA Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FA Signature:

Date: