

Required Documentation for Extenuating Circumstances

- 1. Loss of employment or change in employment status (Attach the following to this form).**
 - Signed statement from the student explaining reason for unemployment
 - Last pay stub showing year to date earnings for 2010, or a statement from your previous employer documenting year to date income.
 - Documentation of all untaxed income received in 2010.

 - 2. Divorce or separation of student or parent (attach the following to this form).**
 - Divorce decree (copy)
 - Separation – copy of legal separation document; a signed statement from your attorney showing the date of separation; or a statement from an unrelated third party.

 - 3. Death of a spouse or parent (attach the following to this form).**
 - A death certificate or an obituary notice.

 - 4. Loss of untaxed income (attach the following to this form).**
 - A copy of letter from the agency that provided benefits, detailing termination of benefits, and copies of summaries of benefits.

 - 5. Unusual medical or dental bills or handicapped-related expenses (attach the following to this form).**
 - A copy of schedule A of the Federal 1040 form.
 - Canceled checks or receipts showing amount paid with statement from insurance company showing expenses were not reimbursed.

 - 6. One time payments that caused income to be overstated (attach the following to this form).**
 - Detailed written explanation and documentation.

 - 7. Other:**
 - Pertinent documents supporting your request for reconsideration.
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Submit request form and all other required documents to:

**Rich Mountain Community College
Financial Aid Office
1100 College Drive
Mena, Arkansas 71953
Phone: (479) 394-7622, ext. 1420 or ext. 1421
Fax: (479) 394-2760**