

REQUIRED DOCUMENTATION
FOR EXTENUATING CIRCUMSTANCES

Loss of employment status:

Provide one of the following:

- _____ a. Letter from employer detailing termination date and a copy of last check stub
- _____ b. Unemployment papers and copy of last check stub reflecting year-to-date wage total
- _____ c. ESD Form 600 and a copy of last check stub

Divorce, separation, or death of a spouse or parent:

Provide the appropriate W-2 form and one of the following:

- _____ a. W-2 form
- _____ b. Copy of divorce decree
- _____ c. Copy of legal separation papers
- _____ d. Death certificate or death notice

Loss of untaxed income:

Provide a copy of letter from agency who provided benefits detailing termination of benefits and copies of summaries of benefits.

Disability of student/spouse/parent:

Provide medical documentation of disability and document any benefits received as a result of the disability.

Unusual medical dental bills or handicapped related expenses:

Provide a copy of Schedule A of the federal 1040 form or cancelled checks or receipts showing amount paid; include medical insurance premiums paid. (To be considered unusual, medical expenses must exceed 7.5% of 2011 adjusted gross income [AGI].)

One time income:

Document source and amount of income and verify use of income.

Other unusual debt/expenses:

Document the debt/expense and include method of payment.

Return to:

ASU-Newport
Newport Campus
Financial Aid
7648 Victory Blvd.
Newport, AR 72112

Fax 870-512-7876

ASU-Newport
Marked Tree Campus
Financial Aid
PO Box 280
Marked Tree, AR 72365

Fax 870-358-4108

ASU-Newport
Jonesboro Campus
Financial Aid
5504 Krueger Drive
Jonesboro, AR 72401

Fax 870-972-0801