



2011–12 Special Conditions Instructional Guide

All three of the following documents must be submitted before you can be considered for Special Conditions.

I. Description of Circumstance Letter

This must be in the form of a letter stating the reason for the request.

The letter must be sent to Ken Rotroff, assistant director of financial aid.

II. Completed Projected Year Earnings Form (PYE)

The reason for income reduction must be checked on page one of the PYE form. The PYE is available in the financial aid office or online at cedarville.edu/financialaid.

Note: Make sure you complete the correct PYE document — there are two separate forms based on the student's dependency status: Projected Year Earnings–Dependent Student OR Projected Year Earnings–Independent Student.

Project the anticipated gross income on page two of the PYE. This is an estimate of money to be earned. Include all income received from January 1 through December 31 of the projected year.

Report each source of taxed and untaxed income. This will provide information regarding all resources received during the projected year.

III. Documentation to Support Request

Documentation is needed to provide proof for this “Special Conditions” request.

Proof can be shown in the form of a letter from the employer, copies of unemployment benefits, or documentation showing disability or death.

Completion of all three documents will result in quicker processing of your request. These documents are not required when completing a tuition validation form.

Note: Requests for Special Conditions consideration must be submitted for each academic year. A Special Conditions decision does not carry forward to the next academic year.

IV. Submission of Form

Mail completed form to:
Financial Aid
251 N. Main Street
Cedarville, OH 45314

Or fax completed form to: 937-766-7639