

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

I. Description of Circumstance Letter

- A. This must be in the form of a letter stating the reason for the request.
- B. The letter must be sent to Mr. Ken Rotroff, Assistant Director of Financial Aid.

II. Completed 'Projected Year Earnings' Form (PYE)

- A. 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 www.cedarville.edu/dept/fa.

Note: Make sure you complete the correct PYE document – there are two separate forms based on the student dependency status:

- 1. Projected Year Earnings – **Dependent Student**, or
- 2. Projected Year Earnings – **Independent Student**.

- B. 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 to December 31 of the projected year.
- C. Report each source of taxed and untaxed income. This will allow the gathering of all resources received during the projected year.

III. Documentation to Support Request

- A. Documentation is needed to provide proof for the request.
- B. 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.

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

Mail or Fax the above documents to:

Financial Aid Office
251 N. Main Street
Cedarville, OH 45314

Fax: 937-766-7639

Additional contact information:

Website: www.cedarville.edu/finaid
E-mail: finaid@cedarville.edu
Phone: 800-444-2433 (toll-free)
937-766-7866

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