STEP 1:
Student’s Name
Student’s Permanent Mailing Address
Please Print Student’s Name

STEP 2:
Please complete any of the following that apply. At least one of the conditions in A-E must apply or you are not eligible to complete this form.

A. A parent who earned money in 2008 has lost his or her job. Indicate: which parent was affected, __ father or __ mother; dates of unemployment, from __/__/__ to __/__/__; and the reason for unemployment. Condition could have developed due to retirement. (Unemployment status must be present for 8 WEEKS, THE MAJORITY OF WHICH ARE IN 2009):

B. A parent who earned money in 2008 has not been able to earn money in his or her usual way for at least 8 weeks, the majority of which are in 2009. This must be the result of either a disability or a natural disaster that happened in 2008 or 2009. Indicate whose employment was affected: __ father or __ mother; dates of loss of income, from __/__/__ to __/__/__; and describe the disability or natural disaster:

C. A parent who received some untaxed income or benefit in 2008 has COMPLETELY lost that income or benefit. The untaxed income or benefit must be from a public or private agency, from a company, or from a person because of a court order. (Don’t include loss of veteran’s educational benefits.) Untaxed income and benefits include:

- ___ Court-ordered child support
- ___ Untaxed retirement or disability benefits
- ___ Other; please describe ________

Indicate: whose benefit was lost, __ father or __ mother; dates of loss of income, from __/__/__ to __/__/__; and the reason for the loss: ____________________________________________________________________________

*D. You have already applied for Federal student aid and, since that time, your parents have gotten separated or divorced. Write in the date your parents got separated or divorced: __________________

*E. You have already applied for federal student aid and, since that time, a parent has died. Write in the date that your parent died: ___________________

*If your parents were divorced/separated at the time you submitted your original application, or if a parent had died prior to that time, this form is not relevant: Stop here and contact our office.

*If you are completing this application because your parents have become separated or divorced, or because a parent has died after you originally applied for aid, only include information relevant to the parent that will provide your support. (i.e.: your supporting parent’s expected income, the number of people that parent will support, that parent’s share of assets, including expected life insurance benefits, etc.)
STEP 3:
What is your parent’s current marital status?
___ single ___ married ___ divorced ___ separated ___ widowed

How old is the older of your parents? _______

(If you are completing this Special Condition Form due to Condition D or E, give
the age of your supporting parent.)

STEP 4:
Who will be a part of your parent’s household in the 2009-10 school year?
Number of family members in 2009-10: _____ (Write in the total number of people
that your parent(s) will support between July 1, 2009 and June 30, 2010. Always
include yourself. Also include your parent(s) and your parent(s)’ other dependent
children. Include other people only if they live with your parent(s) and your
parent(s) provide over ½ of their support and will continue to provide that
support.)

Number of college students in 2009-10: _____ (Of the number above, write in the
number of family members who will be in college at least ½ time in the 2009-10
school year. Include yourself: DO NOT INCLUDE A PARENT.)

STEP 5:
Please complete all questions below; even if the answer is $0:

Parents will complete the following 2009 tax form: __1040A or EZ __1040 __Won’t file

Expected 2009 Income
A. Mother’s/stepmother’s earnings from Jan. 1, 2009 through today: __________
Mother’s/stepmother’s expected earnings from tomorrow - 12/31/09: + __________
Total expected 2009 earned income for mother: ______
B. Mother’s/stepmother’s expected 2009 unemployment income: ______
C. Father’s/stepfather’s earnings from Jan. 1, 2009 through today: __________
Father’s/stepfather’s expected earnings from tomorrow -12/31/09: + __________
Total expected 2009 earned income for father: ______
D. Father’s/stepfather’s expected 2009 unemployment income: ______
E. Other expected taxable income for 2009. Include such things as severance pay,
interest and dividend income, rents, royalties, partnerships, capital gains, taxable
social security benefits, total taxable IRA, pension or annuity distributions,
almony, business or farm income not reported above, etc.: __________
F. Total A-E: __________
This should not be substantially different from your parents’ actual 2009 federal adjusted gross income, once their 2009 federal tax return is completed.

Expected 2009 U.S. Income Tax To Be Paid:
Don’t include self-employment, state/local, or social security tax. Also,
report parent’s expected year-end tax responsibility, not what will be withheld
from their paycheck:

Expected Untaxed Income/Benefits:
In figuring expected untaxed income and benefits for 2009, remember that for
each kind of income or benefit below, parent must add together the amount
actually received from 1/1/09 until today and the amount expected from tomorrow
until 12/31/09.

Please report a value for all of the following, even if the response is $0.

Voluntary payments to tax-deferred pension and savings plans (paid
directly or withheld from earnings), which includes payments to IRA/
KEOGH, 401K or 403B programs: __________

Tax exempt interest income:
Untaxed portions of IRA distributions and pensions. Exclude
rollovers: __________

Child support received for all children:
Housing, food and other living allowances paid to members of the
military, clergy, and others (including cash payments and cash value
of benefits):
Money received, or paid on parents’ behalf (e.g., bills paid) not reported __________
elsewhere:
Veteran’s noneducational benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC). Any other untaxed income and benefits not reported elsewhere such as workers’ compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, disability, etc.

DON’T INCLUDE:
* Taxable income or any income reported elsewhere on the form
* Money from student financial aid
* Veteran’s benefits for education (GI Bill, Dependents Educational Assistance Program, or VA Contributory benefits, unless you haven’t informed us of the receipt of these funds on your original application)
* Money to be paid into tax-sheltered or deferred annuities or rollover pensions
* Combat pay
* Flexible spending arrangements (e.g., cafeteris plans)
* Untaxed Social Security benefits
* Welfare Benefits (including food stamps or housing subsidies)

Step 6:
Amount of child support to be PAYED OUT in 2009 by parent(s) who is completing this form. (Not to be confused with amount to be RECEIVED in 2009 by parent(s) who is completing this form.) Please provide the full name of the child(ren) for whom support will be paid and the amount to be paid out:

Is the above child(ren) included in the family size in Step 4 above?

Amount of Hope and Lifetime Learning Tax Credits that your parent(s) expect to take in 2009:

Other exclusions from income (please describe below):

Step 7:
YOUR PARENTS’ ASSETS
Add up all the money your parents have today in cash, savings accounts, and checking accounts:

If your parents own other real estate or have investments: (If they don’t, write in $0. Don’t include the value or debt of your home if it is the primary place of residence for the family.)

What are they worth today?

What is owed on them?

If your parents own a business: (If they don’t, write $0. Don’t include the value of a small business that parents own that has fewer than 100 full time employees.)

What is their share worth today?

What is owed on their share?

If your parents own a farm: (If they don’t, write in $0)

What is their share worth today?

What is owed on their share?

If there is an amount reported for farm value, do your parents live on that farm, and will they claim on Schedule F of their 2008 tax return that they “materially participated in the farm’s operation”?  ____ Yes  ____ No

Step 8:
Please list any other circumstances you would like us to be aware of, or provide explanation of any information you have reported:
STEP 9: Certification: All of the information on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to give proof of the information that I have given on this form.

_________________________________________  ______________________________________
Signature of Father     Signature of Mother

Date Completed: _________________

SPECIAL NOTE: Your parent may be required to submit a copy of their actual 2009 federal tax return once it is completed, to verify the accuracy of the information reported on this form. It is therefore important that you make this information as accurate as possible. Any state, federal, or institutional aid awarded based on the information provided on this application may be revoked if actual figures differ significantly from those provided, or if you fail to submit the requested 2009 tax return.

Upon completion, mail this form to: Office of Financial Assistance
Buena Vista University
610 West 4th Street
Storm Lake, Iowa 50588

If you have questions, please call: 1-800-383-2821 ext.2164