



****EFFECTIVE FOR THE 2020-2021 AID YEAR****

Beginning with the 2020-2021 Aid Year (Summer 20, Fall 20, and Spring 21), we will be using a [Financial Aid Document Portal](#) for students to upload all requested Financial Aid Forms that are listed as “Unsatisfied Requirements” in your LoLA account and any additional information that we may request to process your financial aid.

Instructions for getting your forms in LoLA:

From LDCC Homepage www.ladelta.edu

Log onto LOLA – with your username and password

Under Self Service BANNER – click on FINANCIAL AID

Under Financial Aid Links-Click on Louisiana Delta Community College

Select the 2020 -2021 Award Year from the drop down and view your requirements

“Unsatisfied Requirements” will be displayed. Click on forms requested and a PDF form(s) should display

You must **first** save the PDF fillable form(s) on your desktop, laptop, or phone. Next, complete, sign (student and parent if needed; you may also sign with a digital signature), and upload them to the “**Financial Aid Document Upload**” Portal at the following link:

<https://www.ladelta.edu/admissions/financial-aid/financial-aid-document-upload>

OR at www.ladelta.edu/. Click on Admissions > Financial Aid > Financial Aid Document Upload (located on the side toolbar)

You must click “BROWSE”, on the portal, to attach your completed form(s) for upload

Please check your LOLA weekly for updates



**Office of Financial Aid
2020-2021 Special Circumstance Request
Form**

Monroe Campus Phone 318-345-9005 Fax 318-345-9006

This request is used to adjust the income reported on the current year's Free Application for Federal Student Aid (FAFSA) due to a change of circumstances during the calendar or academic year. Please adhere to the following:

- LDCC will accept request form along with all required documentation.
- Attach 2018 and 2019 IRS Tax Return.
- Completed forms will be reviewed within 15-20 business days.

Student's Name _____ ID # _____ DOB _____

Best Contact Phone # _____ Semester: ___ **SUM20** ___ **FA20** ___ **SPR21**

STEP 1: All students **MUST** submit the following documentation, regardless of their reason for filing a Special Circumstance Request.

DEPENDENT STUDENTS	INDEPENDENT STUDENTS
<ul style="list-style-type: none"> ➤ Student's current check stub (if employed) ➤ Father's current check stub (if employed) ➤ Mother's current check stub (if employed) ➤ Current check stubs or statements for all untaxed benefits 	<ul style="list-style-type: none"> ➤ Student's current check stub (if employed) ➤ Spouse's current check stub (if employed) ➤ Current check stubs or statements for all untaxed benefits

In addition to the current check stub(s), the following documentation is also required:

LOSS OF EMPLOYMENT OR REDUCTION IN PAY/HOURS - Student/Spouse/Parent was working during 2018 or 2019 but is now working fewer hours or is unemployed.

- Loss of Employment is when a student/parent is laid-off or dismissed from work.
- Loss of Employment does **not** mean you **voluntarily quit** your job.

The following documentation is required from the unemployed household member:

- Last check stub(s) from previous employer during 2018 and 2019
- Letter from previous employer stating date of termination or reduction in pay and/or hours
- Benefit or denial letter from Unemployment Office

LOSS OF BENEFITS - Student/Spouse/Parent has lost some or all benefits. The following documentation is required:

- Last check stub(s) or printout of benefit(s) received during 2018 and 2019
- Letter from agency verifying date and amount of benefit(s) lost

DEDUCTION OF ONE-TIME PAYMENT - Student/Spouse/Parent received a ONE-TIME PAYMENT (pension, IRA, annuities, gambling winnings, settlement, etc.). The following documentation is required:

- Receipt(s) showing where one-time payment was spent
- Copy(s) of bank account statements
- Statement from agency to verify one-time payment and to indicate no future payments expected

SEPARATION OR DIVORCE - Student/Parent was married when the FAFSA was filed but has now separated or divorced. The following documentation is required:

- Court documentation verifying legal separation or divorce if provided by your state
- If no legal separation can be provided, submit the following:
 1. Notarized statement by parent or independent student indicating date of separation.
 2. Two bills (utility and telephone bills) from each parent or independent student and spouse showing different addresses.

DEATH OF A SPOUSE OR PARENT - Spouse/Parent passed away after the FAFSA was filed. The following documentation is required:

- Copy of Death Certificate and Obituary

UNUSUAL EXPENSES - Student/Spouse/Parent has unusual medical expenses NOT covered by insurance or pays private school tuition. The following documentation is required:

- Copy of bill(s) AND receipt(s) of payment

REFUSAL OF PARENTAL SUPPORT/DOCUMENTATION – Parent(s) refuse to complete the FAFSA and the parent(s) do not and will not provide any financial support for the student.

- Notarized Letter from parent(s) indicating refusal to complete the FAFSA **AND** that they do not and will not provide financial support to the student.
- Letter must include the date support ended.
- Letter from a third party, such as teacher, counselor, cleric, or court stating their relation with the student and their knowledge of parent(s) refusal to support the student.
- **Note:** If approved, student may qualify for an Unsubsidized Loan Only.

STEP 2: CIRCUMSTANCE TO BE CONSIDERED (check one):

- Loss of employment Separation or divorce Loss of benefits
 Death of a spouse or parent Deduction of a one-time payment / Unusual expenses

STEP 3: REASON FOR FILING

In the space below, give specific dates and reasons as to when and why income changes occurred. Be specific and list events in chronological order. If needed, attach an additional page for explanation.

STEP 4: VERIFICATION OF HOUSEHOLD SIZE & STUDENT CERTIFICATION

Write the names of all household members. Also, write the name of the college attended for any household member (excluding parents) who will be attending college at least half time from July 1, 2020 to June 30, 2021 and will be enrolled in a degree or certificate program. If you need more space, attach a separate sheet of paper.

Dependent students include yourself, your parents and any dependents that your parents provide more than half of their support during the dates listed above.

Independent students include yourself, your spouse (if you are legally married), your children (if you provide more than half of their support during the dates listed above) and other dependents (if they live with you and you will continually provide more than half of their support during the dates listed above).

Full Name	Age	Relationship to Student	Name of College
		Self	LA Delta

