



2021-2022 Income Adjustment Request Form (Special Circumstances)

Student Name: _____ EMPLID _____

Student Tel #: _____ Student Email: _____

If you or your family have unusual circumstances that have resulted in a **reduction** of income that is considerably less than what was reported on the FAFSA, you are encouraged to apply for an Income Adjustment. Unusual circumstances can include, but are not limited to, the loss of income, employment, benefits, death or divorce and disability of you or your parent.

To be considered for an income adjustment, you must:

- ✓ Complete a 2021-2022 FAFSA Application
- ✓ Submit a 2021-2022 (V1) Verification Form
- ✓ The Income Adjustment Form for 2021-2022
- ✓ 2019 and 2020 SIGNED Federal Tax Return, all applicable schedules and W2 form(s)
- ✓ IRS Verification of non-filing letter for 2019 and 2020 (if unemployed)
- ✓ A typed detailed statement explaining what change has occurred and how you will support yourself or your family for the next 12 month period.

Note: There may be additional required documentation requested (see page 2)

Important: I understand that if at any time there is a change in the estimates of the income that I submit on this form, I will contact the Office of Financial Aid as soon as possible.

Certification requesting income adjustment consideration:

I certify that the information provided on this form and supporting documents is true and complete to the best of my knowledge. I agree to provide additional documentation, if requested. I understand that Income Adjustment Request Form submitted without required supporting documentation and letters of explanation **cannot** be considered due to federal regulations. I also understand that submission of an Income Adjustment Request Form and required documentation **does not** guarantee that my federal financial aid will be adjusted, and **I am responsible for any outstanding balance owed to the college.**

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Check one of the reasons below that best describes you, your spouse or parents' change of economic circumstances and provide the documentation specified below:

<p>Loss of employment or <u>substantial reduction</u> of income from work:</p> <p><input type="checkbox"/> Parent</p> <p><input type="checkbox"/> Student</p> <p><input type="checkbox"/> Spouse</p>	<p>Required documentation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2019 and 2020 SIGNED Federal Tax Return, all applicable schedules and W2 form(s) & 1099 statements <input type="checkbox"/> Letters from prior or current employer(s) indicating: start date, end date, rate of pay or salary, severance pay (if eligible) and last pay stub (may be requested). <input type="checkbox"/> Print out of online Unemployment Compensation Payment History or Notice of Determination Letter. <input type="checkbox"/> Current government assisting agency, ex. Public assistance, SSI income, etc. <input type="checkbox"/> A typed detailed statement explaining what change has occurred and how you will support yourself or your family for the next 12-month period
<p>Disability of Parent, student or student's spouse:</p> <p><input type="checkbox"/> Parent</p> <p><input type="checkbox"/> Student</p> <p><input type="checkbox"/> Spouse</p>	<p>Required documentation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2019 and 2020 SIGNED Federal Tax Return, all applicable schedules and W2 form(s) & 1099 statements <input type="checkbox"/> Statement from employer, insurance company, worker's compensation board or disability agency indicating when disability began. <input type="checkbox"/> Proof of disability amount: statement or pay stub. Last pay stub may be requested from 2019 or 2020.
<p>Reduction or loss of untaxed income or benefits: (e.g. Unemployment, Worker's Comp, Child Support)</p> <p><input type="checkbox"/> Parent</p> <p><input type="checkbox"/> Student</p> <p><input type="checkbox"/> Spouse</p>	<p>Required documentation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2019 and 2020 SIGNED Federal Tax Return, all applicable schedules and W2 form(s) & 1099 statements <input type="checkbox"/> Notice from the agency that provided benefits showing the reduction or cancellation. Statement should include income from the original amount and the amount it was reduced to.
<p>Death of spouse or parent:</p> <p><input type="checkbox"/> Parent</p> <p><input type="checkbox"/> Spouse</p>	<p>Required documentation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2019 and 2020 SIGNED Federal Tax Return, all applicable schedules and W2 form(s) & 1099 statements <input type="checkbox"/> Copy of death certificate. Birth Certificate may be requested to establish paternity and marriage certificate to establish marital status.
<p>Separation/Divorce after applying for Financial Aid for 2021-2022 academic year:</p> <p><input type="checkbox"/> Parent</p> <p><input type="checkbox"/> Spouse</p>	<p>Required documentation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2019 and 2020 SIGNED Federal Tax Return, all applicable schedules and W2 form(s) & 1099 statements <input type="checkbox"/> Copy of legal separation document, divorce decree, or If not legally separated, proof of different addresses. Ex: utility bill, lease from the period of separation for both parents or student and spouse.