



STUDENT'S NAME: LAST

FIRST

M.I.

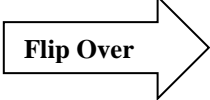
CAC ID #

According to Federal regulations, a family's 2016 income is used to assess financial need for the 2019-2020 academic year. If a family's 2019 income is lower due to special circumstances, a Financial Aid Administrator may be able to use the 2019 estimated earned income to assess financial need.

Deadline: All documentation must be received in our office prior to October 31, 2019 any requests after that will require the IRS W-2 transcripts for year to date earnings.

Please provide the following information regarding this reduction:

- Please attach a separate sheet that explains the circumstance
Please attach 2019 year to date income/resources documentation (example: last pay stub)
2019-2020 Verification Worksheet*
2017 Federal Tax Return Transcripts(s), W-2(s) and schedules*
Complete the appropriate section on back



*If you have already been awarded for 2019-2020 and were not selected for verification, we will require that you complete the verification process. This will include submitting the documentation listed above. If, after the verification process has taken place, the financial aid office determines that the award previous to this request was erroneous, the award will be changed. This could result in owing back funds.

Payment Options for Fall 2019:

A student who is seeking an income reduction with our office will need to pay up front for Fall 2019 classes, accept the financial aid funds initially offered, or sign up for the payment plan. Once the income reduction has been processed, the financial aid office will retroactively award, assuming all other requirements/deadlines are met.

CERTIFICATION: I certify that the information provided on this form is true and complete to the best of my knowledge. I agree to provide proof of the information that I have given on the form. I also realize that if I do not provide proof when asked, I may not receive financial aid.

PLEASE RETURN THIS FORM AND ALL DOCUMENTATION TO THE FINANCIAL AID OFFICE

STUDENT'S SIGNATURE

DATE

PARENT'S SIGNATURE

DATE

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

DECREASED INCOME: Please mark the reason(s) that the income will be less in 2019 than in 2017.

- A. Reduction in earnings or loss of other income: This could include a loss of or reduction in employment, child support, or other untaxed income. Specify to whom circumstance pertains: **STUDENT/SPOUSE** _____ **PARENT(S)** _____ **Date reduction/loss occurred** ____________.
- B. Divorce or separation: Since applying for financial aid, student/parents have become divorced or separated. Date of divorce or date of separation ____________. When completing Section G below, give **YOUR** information only. *Please attach a copy of the divorce decree or legal separation.*
- C. Death of spouse/parent(s): Since applying for financial aid, your spouse/parent(s) has died. Date ____________. When completing Section G below; give **YOUR** information only. *Please attach a copy of death certificate or obituary.*
- D. Disability: Specify whom this circumstance pertains to: **STUDENT/SPOUSE** _____ **PARENT(S)** _____ Date of disability ____________. *Please attach documentation of the disability.*
- E. One-time income: (i.e. inheritance, moving expense allowance, back year Social Security payments, or lump sum retirement or IRA distribution). *Please provide documentation, which identifies source of income and how funds were spent or invested.*
- F. Other: If you can specifically identify another reasonable circumstance which would substantiate a reduction in income for the calendar year 2019. *Please provide supporting documentation.*
- G. Report all income you have actually received from January 1, 2019 through today's date. Then estimate all income you expect to receive through December 31, 2019. If you are married, report your spouse's income as well. ***Please attach documentation of all income. Documentation can include recent pay stubs with the year to date earnings, W-2 forms, a letter from an employer stating your total earnings, an estimate of future income, etc.***

STUDENT/SPOUSE SECTION

<u>STUDENT/SPOUSE</u> INCOME FOR JANUARY 1, 2019 TO DECEMBER 31, 2019	"ACTUAL" 1-1-19-- Today	"ESTIMATED" Today-- 12-31-19	"TOTAL" ACTUAL AND ESTIMATED
2019 income earned from work by student (wages, salaries, tips, net business/farm income)	\$	\$	\$
2019 income earned from work by spouse (wages, salaries, tips, net business/farm income)	\$	\$	\$
Other taxable income (social security benefits, dividends, interest, pensions, alimony, unemployment compensation, capital gains, etc.) <u>LIST SOURCE:</u>	\$	\$	\$
Aid to Families with Dependent Children(AFDC/ADC)	\$	\$	\$
Child support received	\$	\$	\$
Other untaxed income (earned income credit, welfare benefits, and workers compensation, payments to IRA/Keogh, etc.) <u>LIST SOURCE:</u>	\$	\$	\$
TOTAL INCOME	\$	\$	\$

PARENT SECTION

<u>PARENT(S)</u> INCOME FOR JANUARY 1, 2019 TO DECEMBER 31, 2019	"ACTUAL" 1-1-19-- Today	"ESTIMATED" Today-- 12-31-19	"TOTAL" ACTUAL AND ESTIMATED
2019 income earned from work by Mother (wages, salaries, tips, net business/farm income)	\$	\$	\$
2019 income earned from work by Father (wages, salaries, tips, net business/farm income)	\$	\$	\$
Other taxable income (social security benefits, dividends, interest, pensions, alimony, unemployment compensation, capital gains, etc.) <u>LIST SOURCE:</u>	\$	\$	\$
Aid to Families with Dependent Children(AFDC/ADC)	\$	\$	\$
Child support received	\$	\$	\$
Other untaxed income (earned income credit, welfare benefits, and workers compensation, payments to IRA/Keogh, etc.) <u>LIST SOURCE:</u>	\$	\$	\$
TOTAL INCOME	\$	\$	\$