



Request for Income Adjustment

2018-19 Academic Year

Use this form if the 2016 income information reported on the FAFSA/WASFA does not reflect your current financial situation. This information will be used to re-calculate your financial aid eligibility. Please note that increased financial need does not guarantee increased funding. If the recalculation does not show increased financial need, we will use your current FAFSA/WASFA data and no changes will be made to your award package.

Name: _____ SSN: _____ Date: _____

Please check the circumstance that applies to you. You are required to supply all of the documentation listed in Section 1 and to complete Section 2.

Section 1 of 2

Loss of employment

The 2016 income on your FAFSA/WASFA does not reflect your current income due to a loss of a job and/or a reduction in hours. You (and your spouse/parent, if applicable) must provide:

- Termination letter/letter from employer verifying loss or reduced employment
- YTD statement of unemployment benefits or other benefits
- Most recent paystub(s) from all jobs with 2018 YTD earnings listed

Divorce or separation

At the time you completed the FAFSA/WASFA you included your spouse's income but since then you have separated or divorced. You (or your parent, if applicable) must provide:

- A copy of the divorce decree (if divorced)
- Proof of separate residences: utility bills, lease, mortgage, etc. (if separated)
- Most recent paystub(s) from all jobs with 2018 YTD earnings listed

Death of spouse or parent

At the time you completed the FAFSA/WASFA you included income from a parent or spouse that has since passed away. You (or your parent, if applicable) must provide:

If death of spouse:

- A death certificate or obituary
- Your most recent paystub(s) from all jobs with 2018 YTD earnings listed

If death of parent:

- A death certificate or obituary
- Living parent's most recent paystub(s) from all jobs with 2018 YTD earnings listed

Section 2 of 2

Explanation of circumstance

Briefly describe the change in circumstance. **Be sure to include dates** of the income loss, divorce, separation, or death. Use additional paper as needed.

Certification: I certify that the above information is true and accurate to the best of my knowledge.

Student's signature _____ **Date** _____

Parent's signature _____ **Date** _____
(if parent info is required on the FAFSA/WASFA)

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- Student's financial need has not increased. No data changes have been made.
 Per professional judgment, the student's financial need has increased.

Original EFC: _____ Transaction #: _____ Revised EFC: _____

The following changes were made by professional judgment:

Student/Spouse

Student income from work \$ _____

Spouse income from work \$ _____

AGI \$ _____

Taxes paid \$ _____

Untaxed income \$ _____

Other _____ \$ _____

Parents

Parent #1 income from work \$ _____

Parent #2 income from work \$ _____

AGI \$ _____

Taxes paid \$ _____

Untaxed income \$ _____

Other _____ \$ _____

FA Signature _____

Date _____