

**2018-2019 Dependent  
Special Circumstances Request for Income Reduction**

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**Check one condition which best describes the change in your financial situation. Sign below, and ATTACH ALL REQUIRED DOCUMENTATION.**

**Step 1: Reason for Income Reduction**

Check the reason for the reduction in your family's income:

1. Unemployment or change in employment which has drastically reduced your and (or) your parent's income.

*If you select option "1," you must submit all of the items below:*

- Personal signed and dated letter of explanation of change in financial situation that includes the twelve-month period for which you are requesting consideration for income reduction.
- 2016 Federal Income Tax Transcripts (Student and Parents) If the IRS data retrieval tool was used and there is a "02" response on the ISIR, the transcripts can be omitted.
- 2016 W-2's (student and/or parents)
- Monetary determination letter from Unemployment (if no Unemployment was earned at any time, please confirm in your personal statement)
- 2018 year to date pay stubs (student and/or parents) **or** 2017 Federal Income Tax Transcript (student and/or parents) and 2017 W-2's (student and/or parents)
- 2018-19 Dependent Household Information Worksheet
- 2018-19 Dependent Filing Status Worksheet

**\*\*Submit doctor's statement detailing length and type of disability if applicable\*\***

2. You have already completed the FAFSA and since that time your parent's marital status has changed (Marriage, Separation, Divorce or Death)

*If you select option "2," you must submit all of the items below:*

- Personal signed and dated letter of explanation of change in financial situation
- Copy of marriage license, legal separation documentation, divorce decree, death certificate or obituary
- 2016 Federal tax transcript (parents)
- 2016 W-2's (parents)
- 2018-19 Dependent Household Information Worksheet
- 2018-19 Dependent Filing Status Worksheet

3. One-time income (examples: inheritance, IRA or pension distribution)

*If you select option "3," you must submit all of the items below:*

- Personal signed and dated letter of explanation - including how funds were spent
- Student and/or parents' 2016 Federal Income Tax Return
- Student and/or parents' 2016 W-2's
- Documentation identifying source of one-time income.
- 2018-19 Dependent Household Information Worksheet
- 2018-19 Dependent Filing Status Worksheet

4. Program requirements in your field of study restrict the number of hours you can work for all or part of 2018-19. *If you select option "4," you must submit the following:*
- Personal signed and dated letter confirming income while enrolled in this program.
  - Last paystub confirming income (if applicable).
  - Have the statement below filled out below by your program advisor:

“This student's academic program \_\_\_\_\_ restricts employment from \_\_\_\_\_ to \_\_\_\_\_. This restriction is not listed in published program literature.”

Program Advisor Signature: \_\_\_\_\_

Program Advisor Name (Printed): \_\_\_\_\_

**Step 2: Complete the anticipated income for Jan 1 through Dec 31 (2017 or 2018)**

2017/2018 Income Estimation Table	Source of 2017/2018 Income	Student	Father or Stepfather	Mother or Stepmother
Annual 2017/2018 Earnings		\$	\$	\$
*Other Taxable Income		\$	\$	\$
**Nontaxable Income		\$	\$	\$
TOTAL 2017/2018 Income		\$	\$	\$

\* **Other Taxable Income** includes unemployment compensation, disability benefits, interest and dividend income, real estate income, capital gains/losses, alimony, pensions, and all other taxable income (submit appropriate documentation)

\*\* **Nontaxable Income** includes TANF, social security benefits, child support and all other non-taxable income

**CERTIFICATION AND SIGNATURE:**

All of the information 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 in this form. I also realize that if I do not provide required proof, my request for special circumstances will not be processed.

Each person signing below certifies that all of the information reported is complete and correct

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

\_\_\_\_\_  
Student Signature (Required)

\_\_\_\_\_  
Date (Required)

\_\_\_\_\_  
Parent Signature (Required)

\_\_\_\_\_  
Date (Required)

**NOTE: Additional documentation may be requested before a determination can be made.**