

**2017-2018 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 you want to be considered to reduce income
- 2015 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.
- 2015 W-2's (student and/or parents)
- Monetary determination letter from Unemployment
- 2017 year to date pay stubs (student and/or parents) **or** 2016 Federal Income Tax Transcript (student and/or parents) and 2016 W-2's (student and/or parents)
- 2017-18 Dependent Household Information Worksheet
- 2017-18 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
- 2015 Federal tax transcript (parents)
- 2015 W-2's (parents)
- 2017-18 Dependent Household Information Worksheet
- 2017-18 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' 2015 Federal Income Tax Return
- Student and/or parents' 2015 W-2's
- Documentation identifying source of one-time income.
- 2017-18 Dependent Household Information Worksheet
- 2017-18 Dependent Filing Status Worksheet

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