

INCOME REDUCTION

What is the request for? (Example: job loss/unemployment, divorce in household, death of a parent/spouse, reduction in household income, request override to Plus Loan approval)

Mark an 'x' for documentation that is attached (tax returns and W-2's are required for all requests):

- _____ 2023 Taxes (all in household), including all Schedules with the taxes (Schedules 1, 2, 3, C and/or F if applicable)
- _____ 2023 W-2's (all in household)
- _____ Proof of unemployment: Letter of approval or denial from appropriate agency.
- _____ Letter of termination/layoff/separation from employer showing date of job loss/termination
- _____ Loss of income (Child Support) Attach documentation from 2023 and/or 2024.
- _____ Loss of income (divorce or death in household) Attach documentation from court of separation/divorce, alimony, child support, and proof of separate addresses for both parties. If for a death in the household, attach a copy of the death certificate.
- _____ One-time income: Give source and amount of income and attach an explanation.
- _____ Excessive Medical Expenses: This request must be for expenses already paid out of the household. Attach documentation such as medical statements paid, with proof of payment.
- _____ Other: If you have a special condition which will cause your family's 2025 income to be significantly less than in 2023 and the condition is not listed here, you may attach a page of explanation of these circumstances, as well as 2024 tax information.
- _____ Statement of monthly income and expenses (required for request to override Plus Loan approval)
- _____ Request for increase in Cost of Attendance – attach supporting documentation.

REQUEST FOR INDEPENDENT STATUS

A student is considered dependent unless they meet one of the following circumstances: 24 years of age, married, U.S. Veteran, support children, in foster care at any time since age 13, orphan/ward of the court, emancipated, in legal guardianship, or determined homeless. If you do not meet one of the criteria for an independent student, you are considered dependent. You may request an override with documentation of abandonment or neglect, or extenuating circumstances. Attach a letter from yourself explaining your situation. Attach three additional letters to support your request (they can be from a family member (not a parent), a guidance counselor, health counselor, or other professional).

READ AND SIGN

All the information on this form is true and complete to the best of my knowledge. If asked, I agree to provide additional proof of the information I have given on this form. **The student must always sign.** Parent(s) must sign if their information was included on the FAFSA application; only the parent(s) listed on the FAFSA must sign.

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| Student's signature _____ | Date _____ |
| (Parent signature(s) for dependent students only) | |
| Parent 1 or Step-parent _____ | Date _____ |
| Parent 2 or Step-parent _____ | Date _____ |