

Special circumstances can exist that warrant a reconsideration of your financial aid eligibility. This can include but is not limited to: income and/or marital status changes.

This worksheet should only be submitted **AFTER** the 2019-2020 Free Application for Federal Student Aid (FAFSA) has been reviewed and you have received your initial award notification. Your financial aid file must be complete to be considered for an adjustment. If you are selected for verification, we must also verify your FAFSA before processing this request.

Each request is evaluated on a case by case basis and can take 3-5 weeks for processing. **Submitted requests are not guaranteed to be approved; professional judgements do not always result in additional aid eligibility.** This form must be submitted by **March 30, 2020** for the 2019-2020 academic year. **DO NOT** submit this worksheet if your Expected Family Contribution (EFC) is **0**.

Student's Last Name First Name Middle Initial Student ID Number

Student's Street Address (include apt. no.) Date of Birth

City State Zip Code Student's Phone Number

Please check the category that applies to your appeal:

- Death of Spouse, Parent, or Legal Guardian
- Income Reduction Due to Employment Changes
- Income Reduction Due to Marital Status
- Income Reduction Due to Extenuating Circumstance (not previously listed)

PLEASE NOTE: Current or future Financial Aid funds can be adjusted if the documentation does not support the claim(s). Any changes made to your FAFSA after this application has been processed will result in a hold being placed on your account.

INCOME REDUCTION DUE TO EMPLOYMENT CHANGES

1. Individual whose income has been reduced:

- Parent 1 Parent 2 Student Spouse

2. Date of Termination: _____

Reduction or loss of income from work must have occurred at least 10 weeks prior to the submission of this request.

3. Reason for Income Reduction:

- Retirement
 Change of Employment Status or hours
 Disability
 Roll Over Pensions
 Death of Spouse, Parent, or Legal Guardian
 Other _____

4. If you, your spouse, or your parent(s) have started another job, please list the start date: _____

5. Will the individual receive Unemployment Benefits? Yes No

6. If YES, please provide the start date of the Unemployment Compensation: _____

Please submit the following documentation (all may not apply):

- 2017 **and** 2018 IRS tax return transcript(s) and Amended tax information (if applicable)
 2017 **and** 2018 W-2s or Wage and Income Transcripts
 2017 **and** 2018 Verification of Non-Filing Letter
 Copy of most recent pay statements (**must show the Year-to-Date earnings**)
 Death Certificate
 Final Paycheck
 Separation Notice from your previous employer
 Unemployment Award Letter

Income reduction must be more than \$10,000 to be considered for review.

MARITAL STATUS CHANGES

1. Individual(s) whose marital status has changed:

- Parents Student/Spouse

2. Date of Separation (*mm/yy*): _____

3. Date of Divorce (*mm/yy*): _____

4. Date of Death (*mm/yy*): _____

Please submit the following documentation (all may not apply):

- 2017 **and** 2018 IRS tax return transcript(s) and Amended tax information (if applicable)
- 2017 **and** 2018 IRS W-2s or Wage and Income Transcripts
- Divorce Decree
- Death Certificate or Obituary
- Separation Agreement
- Proof of Child Support Received or Paid
- Proof of Alimony Received or Paid
- Lease/Mortgage/Utility Bills with two separate addresses
- Letter from a professional (**non-relative**) with whom you are acquainted, that details the marital status change. The statement must include the starting date, living arrangements, and length of the change in marital status.

A. Student's Household Information

IF DEPENDENT, INCLUDE:

- Yourself
- Your parent(s), step-parents, or unmarried legal parents who live together (**even if you don't live with them**)
- Your parents' children or dependents, if they will provide more than 50% of their support from July 1, 2019- June 30, 2020 (**they must be required to provide parental information on the FAFSA**)

IF DEPENDENT, THE NUMBER IN COLLEGE CAN INCLUDE:

- Yourself
- Your parent's other children, if they would be required to provide parent information on the FAFSA

IF INDEPENDENT, INCLUDE:

- Yourself
- Your spouse (if married)
- Your children or dependents, if they you provide more than 50% of their support from July 1, 2019- June 30, 2020 (**they must be required to provide parental information on the FAFSA**)

IF INDEPENDENT, THE NUMBER IN COLLEGE CAN INCLUDE:

- Yourself
- Your spouse
- Your children, if they would be required to provide your information on the FAFSA

*If more space is need, attach a separate page with the student's name and Student ID Number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		Self	GPTC	YES



B. Certification and Signature

Each person signing below certifies that all of the information reported is completed correct.

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

Print Student's Name

Student's ID Number

Student's Signature (Required)

Date

Spouse's Signature (Optional)/Parent's Signature (Required)

Date