

2011-2012 Special Conditions/Loss of Income Form

Use this form if you, your spouse's, or your parents' 2011 income will be less than the 2010 income reported on your 2011-2012 FAFSA. (If your reduced income in 2011 is due to decreases in commissions, sales, interest, dividends, etc., this form cannot be submitted to the Financial Aid Office until the 2011 year has ended and you can provide documentation of your total income for 2011.) This information will be used to recalculate your financial aid eligibility. Please note that increased financial need does not guarantee increased funding. If the recalculation does not show that you have increased financial need, we will continue to use your FAFSA data.

Name _____ SSN _____

Attach the documents checked below:

- If you/your spouse/your father or stepfather/your mother or stepmother held a job during all or part of 2010 but are not currently working:
 - Letter of explanation. (Please be specific. Use dates whenever possible, including the last day of employment.)
 - Copy of the last pay stub from any jobs held in 2011 (if they show a vacation cash out), or documentation of the first day of unemployment benefits, or letters from the employers for these jobs verifying the last day of employment and the total amount earned in 2011 to date.
 - If no jobs were held in 2011, provide verification that employment at the last job held in 2010 has ended (either a copy of the last pay stub showing a vacation cash out, documentation of the first day of unemployment benefits, or a letter from the employer verifying the last day of employment.)
 - Documentation of 2011 earnings from: Unemployment (if applicable) Welfare (if applicable)

- If you/your spouse/your father or stepfather/your mother or stepmother are currently working:
 - Letter of explanation. (Please be specific. Use dates whenever possible.)
 - Copy of most recent pay stub from current job(s) or letters from current employers verifying the total amount earned in 2011 to date.
 - Copy of the last pay stub from previous jobs held in 2011 (if they show a vacation cash out), or letters from the employers for these jobs verifying the last day of employment and the total amount earned in 2011.
 - Documentation of 2011 earnings from: Unemployment (if applicable) Welfare (if applicable)

- Copy of 2010 Federal Income Tax Return for:
 - _____ student
 - _____ spouse
- father/stepfather
- mother/stepmother
- Documentation of 2011 earnings from:
 - _____ Social Security Administration
 - _____ Veterans Administration

- Other: Income reduction forms turned in after 12/09/11 require 2011 tax forms & W2's from all employers.**

Student's 2011 Income (All students must complete this section)

Complete the entire chart below. Answer "0" or "NA" if a source of income does not apply to you.

Source of Income	Actual earnings (1/1/11 to present)	Expected earnings (present to 12/31/11)
Student's Income From Work (do not include earnings from a work-study job)		
Spouse's Income From Work (do not include earnings from a work-study job)		
Other Taxable Income (unemployment benefits, interest, dividends, capital gains, etc.)		

Parents' 2011 Income

(All parents whose data is on the student's 2011-2012 FAFSA must complete this section)

Complete the entire chart below. Answer "0" or "NA" if a source of income does not apply to you.

Source of Income	Actual earnings (1/1/11 to present)	Expected earnings (present to 12/31/11)
Father's/Stepfather's Income From Work		
Mother's/Stepmother's Income From Work		
Other Taxable Income (unemployment benefits, interest, dividends, capital gains, etc.)		
Nontaxable Income (welfare benefits, VA benefits, Social Security benefits, pre-tax contributions to retirement plans, etc.)		

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

Student's signature _____ Date _____

Parent or Spouse's signature _____ Date _____
(required only if parent or spouse information is included on the 2011-2012 FAFSA)

For Office Use Only

Student's financial need has not increased. No data changes have been made; the Financial Aid computer system reflects the most recent SAR data.

Per professional judgment, the student's financial need has increased. The Financial Aid computer system reflects changes to the income data, and the SAR has been submitted for reprocessing, if required.

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

Father/Stepfather income from work \$ _____

Mother/Stepmother income from work \$ _____

AGI \$ _____

Taxes paid \$ _____

Untaxed income \$ _____

Other _____ \$ _____

FA Signature _____

Date _____