

2009-2010 Special Conditions/Loss of Income Form

Use this form if you, your spouse's, or your parents' 2009 income will be at least 30% less than the 2008 income reported on your 2009-2010 FAFSA. *(If your reduced income in 2009 is due to decreases in commissions, sales, interest, dividends, etc., this form cannot be submitted to the Financial Aid Office until the 2009 year has ended and you can provide documentation of your total income for 2009.)* 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 current 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 2008 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 2008 and/or 2009 (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 beginning January 1, 2009 to current date.
 - If no jobs were held in 2009, provide verification that employment at the last job held in 2008 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 2009 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 beginning January 1, 2009 to current date.
 - Copy of the last pay stub from previous jobs held in 2009 (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 2009.
 - Documentation of 2009 earnings from: Unemployment (if applicable) Welfare (if applicable)

- Copy of 2008 Federal Income Tax Return for:
 - _____ student _____ father/stepfather
 - _____ spouse _____ mother/stepmother
- Documentation of 2009 earnings from:
 - _____ W-2 Forms for (student, spouse and/or parents)
 - _____ Unemployment Documentation
 - _____ Welfare, Social Security Administration, etc.
 - _____ Veterans Administration

- Other: Income reduction forms turned in after 12/4/09 require 2009 tax forms & W2's from all employers.

Student's 2009 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 (1/1/09 to present)	Expected future earnings (present to 12/31/09)
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' 2009 Income

(All parents whose data is on the student's 2009-2010 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 (1/1/09 to present)	Expected earnings (present to 12/31/09)
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 2009-2010 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:

<u>Student/Spouse</u>		<u>Parents</u>	
Student income from work	\$ _____	Father/Stepfather income from work	\$ _____
Spouse income from work	\$ _____	Mother/Stepmother income from work	\$ _____
AGI	\$ _____	AGI	\$ _____
Taxes paid	\$ _____	Taxes paid	\$ _____
Untaxed income	\$ _____	Untaxed income	\$ _____
Other _____	\$ _____	Other _____	\$ _____

FA Signature _____

Date _____