



2008-2009
Request for Income Adjustment Form

Financial Aid Office

Student's Name: _____

ID# _____

THIS FORM MAY ONLY BE USED FOR STUDENTS WHO HAVE A LOSS OR REDUCTION IN INCOME. Please check the circumstance(s) which best describes the change in you/ spouse/your parent's financial situation. If you do not meet at least one of the circumstances, you are not eligible for a Income Adjustment Evaluation.

A. Reduction in earnings or loss of income: Student/Spouse/parent who received income in 2007 has experienced a reduction in that income for 2008. This could include a loss of earnings, reduction in hours (from full-time to part-time, worked at least 35 hours a week for at least 30 weeks in 2007, but has not been working full-time in 2008), loss of taxable or untaxed income (unemployment, Social security benefits, child support or military allowance, for at least 10 weeks).

Specify whom this circumstance pertains to: Student _____ Spouse _____ Father _____ Mother _____
Nature of loss _____
Date reduction/loss occurred _____ (DO NOT LEAVE BLANK)

You must attach the following documentation:

- Student/spouse or student/parent's final or last pay stub in 2008. The pay stub/s must have document year to date earning. (LES if in the military, stub not needed if year to date earning is on the termination letter).
Initial letter from Texas Workforce that includes beginning and ending dates of unemployment benefits and the amounts received.
Proof of job loss (Letter of termination)
If there is a change of hours need letter from the employer with the date, hours and salary.
For untaxed income loss submit verifying documentation.

B. Divorce or Separation: Since applying for financial aid, you or your/ parents have become divorced or separated.

Specify whom this circumstance pertains to: Student _____ Parents _____
Date of divorce/separation _____ (DO NOT LEAVE BLANK)

You must attach documentation:

- Copy of divorce decree
Documentation of separation (Letter from professional: teachers, clergy, social worker, counselor)

C. Death of spouse/parent: Since applying financial aid, your spouse/parent has died.

Specify whom this circumstance pertains to: Student _____ Parents _____
Date of death _____ (DO NOT LEAVE BLANK)

You must attach documentation:

- Death Certificate

D. Disability of student/spouse/parent: You/spouse/parent earned money in 2007, but have been unable (for at least 10 week in 2008) to earn money in the usual way.

Specify whom this circumstance pertains to: Student _____ Spouse _____ Father _____ Mother _____
Date of disability _____ (DO NOT LEAVE BLANK)

You must attach documentation:

- Letter of Disability from SSI, TX Rehab or Workers Comp (contain the date of disability, amount will be receiving)

E. Previous year included a one-time income amount: such as a one lump sum distribution (Pensions, social security, IRA'S, Annuities) and no longer receiving that income.

You must attach documentation:

- Attached documentation that identifies source of income
Documentation that shows that no longer has income

F. Unusually high medical expenses paid during 2007. This amount must be at least 12% of AGI

You must attach documentation:

- Copies of Paid Receipts

(OVER)

