



# 2025-2026 Financial Aid Office

## Income Adjustment Request

Student Name: \_\_\_\_\_ EPCC ID: \_\_\_\_\_

### What is an Income Adjustment Request?

Life happens, and sometimes your family financial situation changes unexpectedly. If your household income has dropped significantly compared to the prior year, you might be able to request an Income Adjustment. This means the Financial Aid Office will re-evaluate your situation, which could lead to you receiving financial aid.

### Eligibility:

**Significant Income Drop:** Your household's current income must be substantially lower than what it was in the previous year.

### How to Apply for an Income Adjustment Request?

**1. Complete this form and the 2025-2026 Institutional Verification Form**

<https://www.epcc.edu/Admissions/FinancialAid/financial-aid-forms>

**2. Write a Statement:**

- Describe the reasons for the income change.
- Specify whether the change applies to the student, spouse, or parent/contributor.
- Indicate the date when the financial change took effect.

**3. Collect Supporting Documentation**

This documentation should demonstrate the change in your household financial situation:

- **Financial Information:**
  - Provide your 2023 and 2024 IRS tax return transcripts. You can submit signed copies of your 2023 and 2024 income tax returns. If you did not file a non-filer letter.
  - Provide proof of current source of income and the current check stubs for the last month.
- **Additional Supporting Documentation if applicable:**
  - Pay stubs showing reduced income
  - Termination letters
  - Unemployment documentation
  - Medical bills
  - Any other relevant financial records

**4. Where to Submit**

- **In Person:** At any District Wide Financial Aid Office
- **Email:** Send your completed form and documents to [Financial.Aid@epcc.edu](mailto:Financial.Aid@epcc.edu)

Please answer the following; if additional space is needed, attach a separate sheet.

1. List the circumstance(s) that best describe the change in the household financial situation. Provide supporting documentation.

2. Specify whom this circumstance pertains to:

☐ Student

☐ Spouse

☐ Contributor, Specify:

3. Beginning Date of Change in Financial Situation

4. Any additional information we need to be aware of:

By signing below, I certify that all the verification documents submitted with this certification are complete and correct. I, the student whose information was reported on the FAFSA, must sign and date. If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Student Signature

Date

Contributor Signature

Date