

STUDENT AID & SCHOLARSHIPS

Request to revise financial aid eligibility due to Special Circumstances (Professional Judgement) 2023-2024

Complete this form only if you have had a **significant** change in income and would like a reevaluation of your eligibility based on either **actual 2022** or **estimated 2023** income (*NOTE: if your income change has occurred in 2023, paperwork cannot be submitted until it has been at least 6 months since your change in income occurred*).

PAPERWORK MUST BE SUBMITTED AT THE SAME TIME.

Name: _____ SSN/EMPL ID#: _____

Whose income was reduced in 2022 or will be reduced in 2023?

Student Spouse Parent

What is the exact month/day/year you or your family member's financial situation changed? _____

Which year would you like considered for this Special Circumstance?

2022 2023

Reason for the change: Check the box that applies to your situation and gather all the required documentation to verify your actual income for 2022 OR your estimated income for 2023. You will need to provide documentation for ALL of the following information that applies to your situation:

Unemployment

Reason for unemployment: Layoff Termination Voluntary Resignation/Quit
Did you receive unemployment benefits? _____ If yes, gross weekly benefit amount _____

Documentation required: Layoff notice or Letter from former employer stating last day worked or termination/resignation letter and most recent unemployment payment statement (if received)

Work hours or hourly wage reduced

Date new hours started: _____ New hourly wage: _____

Documentation required: Reduction of work hours notification and 2 most recent paystubs showing year to date (YTD) gross earnings

Divorce/ separation (after filing of original FAFSA application)

Date of separation or divorce: _____

Documentation required: Court documentation regarding divorce decree or separation agreement, W2's for both parties, child support order (if received)

Death (after filing of original FAFSA application)

Date of death: _____

Documentation required: Death certificate

One time income (such as 401K or pensions payments, L&I payments, inheritance, insurance settlement, combat pay)

What type of funds did you receive: _____ When did you receive funds: _____

Documentation required: Statement detailing gross dollar amount received

***All students must provide a written statement explaining your situation and provide tax returns or tax transcripts for 2021 and 2022. You will be contacted for an appointment once your packet has been reviewed and found to be complete. Incomplete packets will not be processed.**

Please turn over to sign form...

Your signature certifies that the information on this form is close as possible to what is expected for the family income during 2022 or 2023.

Student's Signature: _____ Date: _____

You MUST provide the requested documentation for ALL of the following that applies. Insufficient documentation will result in significant delays to the processing of your request.

- Final pay stub(s) for 2023 or W-2's for 2024 showing your year-to-date gross income. You must also provide final pay stubs and/or W-2's for spouse (if married) and/or parents (if dependent student). We must be able to physically document the end of year and/or year-to-date income for you (and your spouse if married and/or parent(s) if dependent).

****This documentation is REQUIRED for your appointment.**

- Verification for last date of employment for all previous employers in 2022, 2023, and 2024. Acceptable documentation may include: Layoff notice, Reduction of work hours notification, Letter from employer (on letterhead) stating last day worked (generally obtained through a Human Resources office), or a Termination Letter. We must be able to physically document the last date of employment.

****This documentation is REQUIRED for your appointment.**

- 2021 IRS Tax Return Transcripts: The IRS tax transcript must come from the IRS; to obtain a copy please visit www.irs.gov/Individuals/Get-Transcript (may take up to 10 business days to receive through the mail).

****This documentation is REQUIRED for your appointment.**

If your change in circumstances occurred in 2022 you must also provide a 2022 IRS Tax Return Transcript.

- Unemployment Verification: Provide your most recent unemployment information obtained from the Employment Security self-serve claimant portal at <https://secure.esd.wa.gov/home/>.

****This documentation is REQUIRED for your appointment only if you have/had received Unemployment.**

- Documentation for Retirement Fund Cash Outs: Please provide all documentation for any of the following you have received: 401a, 401b or Deferred Compensation.

****This documentation is REQUIRED for your appointment only if you have/had received these types of funds.**

- Other funding sources: Award letter(s) from Social Security, L&I payments, TANF, Veteran's Disability payments, and any other information to estimate your income (taxed or untaxed) for 2022 or the remainder of the 2023 year.

****This documentation is REQUIRED for your appointment only if you have/had received these types of funds.**

Use the chart below to estimate your total income for the year 2022 or 2023. Dependent students whose parents have had the change in income should report the parent's income in the space provided for spouse's income.

	Actual Income 2022 OR 2023 Year to Date	Estimated 2023 Income through year end	TOTAL Actual for 2022 or Projected for 2023
Wages Student			
Wages Spouse/Parent			
Unemployment Student			
Unemployment Spouse/Parent			
Other Taxable: Severance			
Sick leave buyout			
Retirement cash out			
Other			
Labor and Industries			
Social Security			
TANF/GAU			
Child Support/Maintenance			
OTHER (Disability/Retirement?)			
		GRAND TOTAL	

FOR OFFICE USE ONLY:

_____ Accepted for professional judgment

_____ Unfreeze Fin Aid Tab

_____ Denied

_____ Remove date received in WA track code

NOTES: _____

FAO Signature: _____ Date: _____