

Last Name	First Name	MI	Student ID	Date of Birth
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Federal regulations require all applicants to report 2018 income figures on their 2020-2021 Free Application for Federal Student Aid (FAFSA). However, if a student can prove a change in their financial situation has occurred due to extenuating circumstances, they may request for a review of the household income to be taken into consideration. Please complete this packet if your income and/or your spouse's or your parent(s) (if dependent) income is less in 2019 than it was in 2018. **For adjustments to income processed after January 1, 2021 students may be asked to provide additional documentation such as 2019 and/or 2020 IRS Tax Return Transcripts and/or W-2 statements. Only ONE Special Circumstances request will be considered per award year.** A submission of this request does not guarantee an increase in your financial aid eligibility.

Section A. Please check the box that indicates the reason you are requesting an income reduction and attach the requested documentation. **A Verification Worksheet (either Dependent or Independent based on status) is needed if one was not previously submitted this academic award year.**

- Loss of income from work due to layoff, termination, or reduction in employment hours.**
Who has been out of work? Student Spouse Parent(s)
 - Attach documentation specified in this section.
 - Submit a detailed personal statement outlining your situation and the impact of your family's 2018 income
 - Submit a letter of job status change from employer. Letter must be on company letterhead and should list the date of reduction of hours occurred, and/or dates of employment and date of termination.
 - Submit a copy of 2018 and 2019 federal IRS tax return transcripts from parent(s), or student/spouse
 - If your loss of income occurred in 2020 then you will need to wait until your (or your parents, if dependent) 2020 tax return transcripts are available from the IRS.

- Divorce, pending divorce or separation has occurred since the Free Application for Federal Student Aid (FAFSA) was filed.**
Who is divorced or separated? Parents Student/Spouse
 - Attach documentation specified in this section for the parent who provides the most support for you.
 - Submit a detailed personal statement outlining your situation and the impact of your family's 2019 income
 - Copy of legal divorce/separation court documentation.
 - Copy of 2018 and 2019 federal IRS tax return transcripts and 2018 and 2019 IRS Wage and Income transcript from parent(s), or student/spouse
 - If the loss of income, due to divorce/separation occurred in 2020 then you will need to wait until your (or your parents, if dependent) 2020 tax return transcripts are available from the IRS.

- Death of spouse or Parent(s) has occurred since the Free Application for Federal Student Aid (FAFSA) was filed. Who is deceased?** Parent(s) Spouse
 - Attach documentation specified in this section for the surviving parent.
 - Submit a detailed personal statement outlining your situation and the impact of your family's 2019 income
 - Submit a copy of death certificate
 - Copy of 2018 and 2019 federal IRS tax transcript and 2018 and 2019 IRS Wage and Income transcript from parent(s), or student/spouse
 - If the loss of income, due to death of spouse or parent, occurred in 2020 then you will need to wait until your (or your parents, if dependent) 2020 tax return transcripts are available from the IRS.

- A one-time, nonrecurring income was received during 2018** (i.e. inheritance, bonus pay, IRA or pension distribution). **Who received a one-time lump sum of income?** Student Spouse Parent(s)
- Submit a detailed personal statement outlining your situation and the impact of your family's 2019 income. Indicate information identifying the source of income, reduction, how funds were spent, and the amount of remaining funds.
 - Attach documentation showing the source of the one-time lump sum.
 - Copy of 2018 and 2019 federal IRS tax transcript and 2018 and 2019 IRS Wage and Income transcript from parent(s), or student/spouse
 - If the loss of income occurred in 2020 then you will need to wait until your (or your parents, if dependent) 2020 tax return transcripts are available from the IRS.
- Loss of untaxed income or benefits (Benefits received in 2019 that was reduced or lost in 2020)**
Who has lost untaxed income? Student Spouse Parent(s)
- Attach documentation specified in this section.
 - Submit a detailed personal statement outlining your situation and the impact on your 2019 income
 - Evidence of loss of untaxed income or benefits (court decisions, letters of denial of benefits, etc.)
 - Copy of 2018 and 2019 federal IRS tax transcript and 2018 and 2019 IRS Wage and Income transcript from parent(s), or student/spouse
 - If the loss of untaxed income occurred in 2020 then you will need to wait until your (or your parents, if dependent) 2020 tax return transcripts are available from the IRS.

**Supporting documentation must be submitted with this request. If the required documentation is not attached to this packet, your request cannot be processed. All supporting documents must be attached to this form as one complete packet. Please note that the Financial aid Office at Monterey Peninsula College may request additional information.

Certification: I/we certify that all information reported on each form in this packet is true, complete, and accurate. I/we agree to provide proof of the information that I/we have reported on all attached forms. False statements or misrepresentation will be cause for denial, reduction, withdrawal, and/or repayment of financial aid. **I/we understand that we must report changes of any income information to the Financial Aid Office immediately.** I/we also understand that completion of this packet does not guarantee approval of financial aid, and that other requirements including Satisfactory Academic Progress may also determine eligibility. **I/we understand that income reviews will take 6-8 weeks to process.** This packet does not expedite the processing of financial aid, and applications are processed according to the order in which they were received. I/we acknowledge that students may only apply for income review and be approved one (1) time during each award year while attending Monterey Peninsula College.

Warning: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Student's Signature

Date

Parent(s) Signature
(If Dependent)

Date