2016-2017 Income Reduction / Unusual Circumstance(s) Form

When financial circumstances change, the Office of Financial Aid is available to help student and their families locate funding sources and understand the options available to them. Advice may include educating a student regarding the financial aid process, recalculating a family’s eligibility based on documented financial changes, or counseling a family regarding available loans and payment plans.

If the information you reported on your Free Application for Federal Student Aid (FAFSA) does not accurately reflect your current situation, you may submit additional documentation to Washington College Office of Student Aid. Listed below are the most common reasons for submitted additional documentation.

Please indicate the appropriate “special condition(s)” that applies to your situation and submit the proper supporting information within 10 business days from the date sent. Additionally, if you have not already done so, please submit a 2015 IRS Tax Return Transcript and W2 forms for you and your parents.

_____ A. Unusual medical or dental expenses not covered by insurance during the 2015 tax year (January 1, 2015 – December 30, 2015). As a general rule, these expenses should be at least 15% of your Adjusted Gross Income (AGI) before submitting documentation. Documentation required: Proof of payment. This can be IRS Schedule A from Form 1040, a notarized statement and/or canceled checks (Please total checks).

_____ B. Your parent worked full-time in 2015 but lost his/her job and remained unemployed for at least 10 weeks during 2015. As a general rule, the projected 2016 AGI should be at least 20% less than the actual 2015 AGI before submitting documentation. Documentation required: A statement from previous employer indicating the last day of employment and/or a notarized statement.

_____ C. Your parent worked full-time in 2015 but has been unable to pursue normal income producing activities for at least 10 weeks during 2016 because of natural disaster or disability. As a general rule, the projected 2016 AGI should be at least 20% less than the actual 2015 AGI before submitting documentation. Documentation required: A letter describing the natural disaster, a notarized statement and/or a letter from a physician regarding the disability.

_____ D. You and/or your parents received untaxed income in 2015 and had a complete loss of one of the benefits for at least 10 weeks in 2016. This would include Social Security Benefits, Child Support, Disability Benefits, AFDC and Veterans Benefits. Documentation required: A written statement from the appropriate agency showing the loss of benefit and/or notarized statement.

_____ E. Your parent have become separated or divorced after submission of your original FAFSA. Please list the date of the separation or divorce: __/__/__ Documentation required: Copy of the temporary separation order, divorce decrees from the court and/or notarized statement.

_____ F. Your parent, whose 2015 income was reported on the FAFSA, has died after submission of the original application. Documentation required: Death certificate.

Please complete the income information below, if you checked B-F. If you have checked A, you may skip the income section.
Anticipated Income for the 2016 Calendar year (January 1 – December 31)

Instructions: If your parents are divorced or separated (Letter E), give only the information of the custodial parent. If the loss of income was due to the death of a parent (Letter F) give only the information of the surviving parent.

| a. Wages, salaries, tips (including severance pay, disability payment and any other income from work) | Parent(s) | Student |
| b. Other taxable income: (list ________________________) | | |
| c. Untaxed Social Security Benefits | | |
| d. Aid to Families and Dependent Children (AFDC) | | |
| e. Child support received | | |
| f. Other untaxed income | | |
| g. Total anticipated income for 2016 | | |

On a separate sheet of paper, please indicate exactly how you computed the 2016 anticipated income. You will also need to attach proof of income information such as check stubs, unemployment printouts, etc.).

Example:  Father (1/1/14 – 4/15/14) – Check stub attached $10,000
Father (4/16/14 to 6/1/14) – Unemployment printout attached $ 4,000
Father (6/2/14 – 12/31/14) – New job. See attached, most recent check stub. Covers a period of two weeks. Will receive 12 checks for the remaining part of the year. $1000 x 12 = $12,000 (gross).

Total anticipated income for 2016 $26,000

You will have to do this for every person whose financial data is indicated on the FAFSA.

All of the information on this form is true and complete to the best of my knowledge.

____________________________  ______________________________
Student signature             Date

____________________________  ______________________________
Parent’s signature

____________________________  ______________________________
Student Washington College ID #  Email Address (if we have questions)

____________________________  ______________________________
Date sent / FA Initials             Date Received