

### 2009-2010 REDUCTION IN INCOME INSTRUCTIONS

You have notified the Financial Aid Office that you and/or your family have experienced a Reduction in Income in 2009. You and/or your family's 2009 income must be less than the 2008 income in order for the Financial Aid Office to re-evaluate your eligibility for Federal and/or State Financial Aid programs. The following information will assist you with what you need to do in order for your request to be processed.

**PLEASE NOTE: THE FINANCIAL AID ADMINISTRATOR'S DECISION IS FINAL AND CANNOT BE APPEALED TO THE U.S. DEPARTMENT OF EDUCATION.**

---

#### SECTION I: CIRCUMSTANCES GIVEN CONSIDERATION

---

- A. Loss of Employment
- B. Loss of Untaxed Income or Benefit
- C. Divorce or Separation
- D. Death of Parent or Spouse

---

#### SECTION II: REVIEW PROCEDURES

---

- A. All submitted documentation will be reviewed by the Financial Aid Administrator to determine if the student will be granted a Reduction in Income.
- B. An Official Notification of the Administrator's decision will be sent to the student along with an explanation of any further actions necessary to complete his/her application for Assistance.
- C. The Financial Aid Administrator will make any necessary corrections electronically to the original FAFSA form.
- D. All documentation will be maintained in the student file.
- E. After your Reduction in Income appeal has been processed, you will be notified in writing of the outcome.

**The following are not considered for a Reduction in Income:**

- Reduction in Overtime Pay
- Bankruptcy
- Unusual Expenses related to personal living (e.g. wedding expenses, VISA/MasterCard bills, home mortgage or school loan payment, car payments, and other miscellaneous consumer item expenses)
- Business losses in 2008 or shifts in commission sales
- One-year bonus incomes such as lottery winnings, gambling, etc.
- Stock market loss

---

#### SECTION III: COMPLETE THE FOLLOWING DOCUMENTS

---

- A. Complete the 2009-2010 Free Application for Federal Student Aid.
- B. Submit the attached Reduction in Income form – The information you and/or your family report on this form will be used to reconsider your eligibility for Financial Aid. This includes the Pell Grant, Supplemental Education Opportunity Grant (SEOG), Federal Work Study, Federal Stafford Loan- both Subsidized and Unsubsidized, and Cal Grant.
- C. Attach a signed copy of the 2008 Federal Income Tax Return(s). Please include all W-2's.
- D. List the reasons for the change and provide a projection of your and/or your family's 2009 income.
- E. Submit the Independent/Dependent Verification form- Please note you may be required to submit an additional income certification form if your family demonstrates extremely low income, to explain how you and/or your family are able to meet their expenses for 2009.
- F. Submit supporting documentation for your appeal.
- G. Please come in for a drop in with a Financial Aid Coordinator to complete the process.

### 2009-2010 REDUCTION IN INCOME FORM

PLEASE PRINT CLEARLY WHEN COMPLETING THIS FORM

Student's Name: \_\_\_\_\_ ID# \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State ZIP

Home Telephone Number: (\_\_\_\_) \_\_\_\_\_

#### SECTION A: REASON FOR SPECIAL CONDITION REQUEST *(Check all that apply.)*

- LOSS OF EMPLOYMENT** - Documentation must be provided verifying that the person's employment status has changed AND the date the person became unemployed. You must also submit:
  - A copy of your "**Notice of Final Determination**" from the unemployment office or "**Notice of Termination\Layoff**" from your employer on company letterhead with contact information.
  - Copies of the last pay stub received from all employers.
  
- LOSS OF UNTAXED INCOME OR BENEFIT** – An immediate member of your family has lost some type of untaxed income or benefit (Social Security, child support, disability, etc.). **Official documentation** stating the date the untaxed income or benefit was terminated is required.
  
- DIVORCE OR SEPARATION** - Since filing the FAFSA, you\your parent has become divorced or separated. You must list the date of the separation or divorce occurred AND provide **supporting documentation**.
  
- DEATH OF PARENT OR SPOUSE** - Please submit a copy of the Death Certificate.

#### SECTION B: EXPLANATION OF INCOME REDUCTION *(This section must be completed)*

Please explain your situation. **Include all relevant information and documents.** Be complete in your written explanation as it determines the processing of your reduction in income. If you need additional space, continue on a separate sheet of paper. Please print or type your remarks. **PLEASE NOTE: IF YOU AND/OR YOUR FAMILY DEMONSTRATES EXTREMELY LOW INCOME FOR 2009, ADDITIONAL DOCUMENTATION MAY BE REQUIRED TO EXPLAIN HOW YOU AND/OR YOUR FAMILY ARE ABLE TO MEET THEIR EXPENSES FOR 2009.**

LIST THE DATE THE CHANGE IN CIRCUMSTANCE OCCURRED: \_\_\_\_/\_\_\_\_/\_\_\_\_

---

---

---

---

---

---

---

---

---

---

### SECTION C: ESTIMATED INCOME INFORMATION FOR 2009

The following sections require you and/or your parents\spouse to provide **expected 2009 year income**. Provide figures for the **ENTIRE YEAR**; do not put hourly wage rates. Instead, compute what you will earn for the **entire 2009 year**. Include all income received from **January 1, 2009 until now and project the amounts to be received from now until December 31, 2009**. After completing the appropriate income section, sign this form, attach all supporting documentation, and submit the information to our office. If any information or documents are missing or incomplete your reduction in income request will not be processed.

**DO NOT LEAVE THIS SECTION BLANK. LIST THE ANNUAL AMOUNT THAT IS EXPECTED TO BE RECEIVED IN 2009. IF NO INCOME IS EXPECTED TO BE RECEIVED FROM THE SPECIFIC SOURCE LISTED, YOU MUST WRITE "\$0".**

TYPE OF INCOME	PARENT\STEP PARENT PROJECTED 2009 INCOME	STUDENT\SPOUSE PROJECTED 2009 INCOME
<b>Taxable Income</b>		
Student's\Father's income from work	\$ _____	\$ _____
Spouse's\Mother's income from work	\$ _____	\$ _____
Taxable pensions	\$ _____	\$ _____
Unemployment Compensation	\$ _____	\$ _____
Severance Pay	\$ _____	\$ _____
Alimony\Spousal Support	\$ _____	\$ _____
Other _____	\$ _____	\$ _____
(Please include any cash assistance received from a third party.)		
<b>Untaxed Income</b>		
Social Security Benefits (SSI\SSDI)	\$ _____	\$ _____
Welfare Benefits or TANF\Cal Works	\$ _____	\$ _____
Untaxed pensions– exclude rollovers	\$ _____	\$ _____
Worker's Compensation\Employer Disability	\$ _____	\$ _____
Child support received	\$ _____	\$ _____
Other _____	\$ _____	\$ _____
(Please include any cash assistance received from a third party.)		
<b>Household Information</b>		
Number in household	_____	_____
Number in college (at least ½ time excluding parents)	_____	_____

### SECTION D: STATEMENT OF CERTIFICATION AND AUTHORIZATION

In addition to the applicant, all others whose data is included on this form must sign the appropriate line. Failure to provide the appropriate signatures will prevent processing of the form. **By signing below, you and/or your parent authorize the Financial Aid Office to make the changes on the FAFSA to the income listed above.**

**IF ANY OF THE FIGURES USED ON THIS FORM CHANGE, I\WE ACCEPT THE RESPONSIBILITY FOR CONTACTING THE FINANCIAL AID OFFICE IN WRITING WITH THE CORRECTED INFORMATION.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent Signature – (if student is dependent) \_\_\_\_\_ Date \_\_\_\_\_

#### OFFICE USE ONLY

Verified EFC \_\_\_\_\_  
 2008 AGI \$ \_\_\_\_\_  
 2008 Tax Paid \$ \_\_\_\_\_  
 2008 Untaxed Income \$ \_\_\_\_\_  
 Date Reviewed \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 FA Coordinator \_\_\_\_\_

New EFC \_\_\_\_\_  
 2009 AGI \$ \_\_\_\_\_  
 2009 Tax Paid \$ \_\_\_\_\_  
 2009 Untaxed Income \$ \_\_\_\_\_  
 Approved  Yes  No  
 Letter Sent  Yes  No

Information Needed: