



Financial Aid Office

2023-24 Reduction of Income

Student's Legal Name _____

Student ID Number _____ Phone _____

Person whose benefits were changed and/or lost: Self Spouse Parent 1 Parent 2

Complete this form to report changes that have occurred since filing your 2023-24 FAFSA. If clarification of your situation is necessary, additional information or documentation may be requested. You must provide all requested documentation. Failure to support your circumstances with evidence will result in your appeal being denied. **Submission of this appeal doesn't guarantee a favorable change in your financial aid eligibility.**

What is a Reduction of Income (ROI)?

A family's 2021 total income is used to determine eligibility for a student's financial need on the 2023-2024 FAFSA. However, there may be circumstances that could drastically change a family's financial situation. In such cases, we may use your family's 2022 income or expected 2023 income to determine your Pell Grant Eligibility calculation.

INCOME MUST HAVE DECREASED BY 10% FOR THIS APPEAL TO BE CONSIDERED FOR REVIEW. Your 2023-2024 FAFSA must be on file and completed before your ROI can be reviewed. **Please Note: ROI will only be processed if reduction changes your eligibility for Title IV.**

IMPORTANT: A reduction in income request will not be considered for the following situations: (1) high consumer debt, (2) home mortgage expenses, and (3) car payments/expenses. **Also, you must be unemployed for at least 6 months before we will consider a request for reduction of income due to loss of employment.**

REQUIRED DOCUMENTATION BY CIRCUMSTANCE:

Reason(s) for Appeal: Select all that apply.	Submit:
<input type="checkbox"/> Legal separation or divorce. Effective date: _____	<ul style="list-style-type: none"> • A copy of the divorce decree/separation papers or evidence of separate living accommodations. • Documentation of alimony to be received for 2022. • Documentation of child support to be received for 2022.
<input type="checkbox"/> Death of a parent or spouse. Date of death: _____	<ul style="list-style-type: none"> • Copy of death certificate.
<input type="checkbox"/> Loss of employment due to layoff or termination Effective date: _____	<ul style="list-style-type: none"> • A letter of separation from employer on company letterhead (must include last day worked). • Copy of Unemployment Income showing benefit amount, start date or statement of ineligibility. • Documentation of severance pay received. • Payment history from the unemployment office.
<input type="checkbox"/> Loss of other income Effective date: _____	<ul style="list-style-type: none"> • Documentation of termination of benefits. • Documentation of expected 2022 benefits.

<input type="checkbox"/> Military Discharge Discharge date: _____	<ul style="list-style-type: none"> • Documentation of termination of benefits. • Documentation of expected 2022 benefits. • A copy of your release documentation (DD214 Member-4). • Copy of last pay stub.
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REQUIRED DOCUMENTATION CHECKLIST

<input type="checkbox"/> A copy of you and your parent(s) or you and your spouse's Federal Income Tax Transcript for 2021 and 2022.
<input type="checkbox"/> A copy of you and your parent(s) or you and your spouse's 2021 and 2022 W-2 forms.
<input type="checkbox"/> A copy of your parent(s) or you and your spouse's last pay stubs showing year to date earnings.
<input type="checkbox"/> A typed letter detailing the date and circumstances of your parent(s) or you and your spouse's loss of income or reduction of income.
<input type="checkbox"/> Complete and submit the 23-24 Verification Worksheet

Please Note: Students submitting ROI request for changes of income that occurred after January 1, 2024 may be required to submit their 2023 Federal Tax Transcripts and W2's.

Certifications and Signatures

Federal Warning: Any person who knowingly makes a false statement or misrepresentation on all forms submitted shall be subject to a fine up to \$20,000 or imprisonment or both under provisions of the U.S. Code.

I declare under penalty of perjury that all information reported on this form and all the information reported on the 2023-2024 Free Application for Federal Student Aid which will be used to qualify for state and federal student aid is true, complete and accurate.

I certify that I have read and understand all items on this form and all information provided for my financial aid is true and correct.

Student's Signature _____ Date _____

Spouse/Parent's Signature _____ Date _____

FA OFFICE USE ONLY <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Pending
Comments <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Reviewed by _____ Date _____