



2024-2025 Request for Review of Income

Complete the following form if the student and/or spouse/parent has experienced a change in their income during the 2024 calendar year. The request will be evaluated based on the documentation submitted. If your request is approved, the information on the FAFSA will be updated and the Student Aid Index (SAI) will be recalculated. Recalculation of the SAI does not guarantee a change to the student’s federal aid award. To ensure fairness and compliance with the federal regulations, there are limits to which circumstances can be considered. Income reductions are considered on a case-by-case basis.

Approval of request does not guarantee receipt of additional aid.

You must have completed the 2024-2025 FAFSA at studentaid.gov before this request can be processed.

A. STUDENT INFORMATION

LAST NAME	FIRST NAME	M.I.	STUDENT ID#
STREET ADDRESS	CITY	STATE	ZIP CODE
DATE OF BIRTH	MYCCTC EMAIL ADDRESS		PHONE NUMBER

B. SPECIAL CIRCUMSTANCE & DOCUMENTATION

Please provide all documents needed to evaluate your request from the checklists below. We cannot process requests without specific details regarding your special circumstances or without appropriate supporting documentation. Families with an EFC of (0) will not be reviewed. **Requests without all required documentation will not be reviewed.**

If special conditions exist that might change your financial need calculated by the FAFSA, please check the box(es) below that apply to you and submit this form to the Financial Aid office along with the required documentation.

SPECIAL CIRCUMSTANCE	DOCUMENTS NEEDED
<input type="checkbox"/> Unemployment or change in employment beginning in 2024 Last date of employment: ____/____/____	<ul style="list-style-type: none"> ○ Personal statement explaining circumstance (including dates of unemployment) ○ Letter(s) of separation from employer(s) or proof of benefits being received ○ Last pay stub with YTD amount for old employment ○ Most recent paystub for new employment (if applicable) ○ 2022 and 2023 W-2 Form(s) and 2022 and 2023 Tax Return(s)
<input type="checkbox"/> Divorce or separation of parents or student and spouse	<ul style="list-style-type: none"> ○ Personal statement explaining circumstance (including current members in Household) ○ Copy of Divorce Decree ○ 2022 W-2 Form(s) and 2022 Tax Return(s)
<input type="checkbox"/> Death of a parent or spouse	<ul style="list-style-type: none"> ○ Copy of Death Certificate ○ 2022 W-2 Form(s) and 2022 Tax Return(s)

SPECIAL CIRCUMSTANCE	DOCUMENTS NEEDED
<input type="checkbox"/> Loss or change in child support	<ul style="list-style-type: none"> Personal statement explaining circumstance (including date of when benefit will end) 2022 W-2 Form(s) and 2022 Tax Return(s)
<input type="checkbox"/> One-time taxable income (IRA or pension distribution) that will not be received in 2023	<ul style="list-style-type: none"> Personal statement explaining circumstance Copy of IRS 1099 Form from the organization detailing the IRA or pension amount 2022 W-2 Form(s) and 2022 Tax Return(s)

C. SIGNATURE and CERTIFICATION

To the best of my knowledge, the information in this appeal is accurate and true. I understand that misrepresentation of facts in connection with this appeal may result in cancellation and repayment of financial aid.

STUDENT SIGNATURE

DATE

PARENT/SPOUSE SIGNATURE

DATE

OFFICE USE ONLY

Separation of Income Calculation

	TOTAL COMBINED	STUDENT	SPOUSE	PARENT 1	PARENT 2
Wages					
Other Income (e.g. child support)					

TOTAL PER INDIVIDUAL

Original SAI	New SAI
2022 AGI _____	Est. 2024 AGI _____
2022 Tax Paid _____	Est. 2024 Tax Paid _____
2022 Un-taxed Income _____	Est. 2024 Untaxed Income _____

Approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notice Sent	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date	_____	
FAA Initial	_____	
Corrected Transaction #	_____	

NOTES: _____
