

Income and Household Adjustment Request

Purpose: This form allows students to request a re-evaluation of **income and household** circumstances. The financial aid office recognizes that income and household circumstances may change, and the information reported on the FAFSA or WASFA no longer accurately reflects a student’s circumstances. In order for the financial aid office to consider a re-evaluation and adjustment of the financial aid application, the circumstances must be beyond the student’s (or parent’s) control.

Part 1: Student Information

Student Name

ctcLink ID

Email Address

Phone (Optional)

Part 2: Details

I am reporting a change of income or other circumstances for the person indicated below:

Myself (student) Parent 1 – Name: _____

Spouse Parent 2 – Name: _____

Which circumstances applies?

Unemployment, reduced employment, or job change

Change in Marital Status

Benefits ended or were reduced (child support, alimony, etc.)

Other Situation

Effective date of circumstance change?

Part 3: Time Period for Evaluation

I am requesting that my financial aid be based on my income for the 12-month period of time selected below:

January 1 – December 31, 2025

January 1 – December 31, 2026

Part 4: Written Statement (Required)

In the space below, please clearly explain in detail the reason(s) for the change from your FAFSA/WAFSA reported income in 2024 to your requested year of income. Provide specifics including names, date, and dollar amounts whenever possible. Attach additional page if necessary.

Part 5: Income Information

If requesting to use 2026 income, this must be completed. If requesting to use 2025 income, this is not needed.

*Please list **year-to-date and projected** monthly income from **all** sources. If you have more than 2 sources of income, attach additional pages as needed. If you do not have any income, you must provide a statement on how you meet your basic needs.*

2026

Person Receiving Income:			
	Gross Wages	Other Income	Total Monthly Income
	List Source	List Source	
Jan	\$	\$	\$
Feb	\$	\$	\$
Mar	\$	\$	\$
Apr	\$	\$	\$
May	\$	\$	\$
Jun	\$	\$	\$
Jul	\$	\$	\$
Aug	\$	\$	\$
Sep	\$	\$	\$
Oct	\$	\$	\$
Nov	\$	\$	\$
Dec	\$	\$	\$

2026

Person Receiving Income:			
	Gross Wages	Other Income	Total Monthly Income
	List Source	List Source	
Jan	\$	\$	\$
Feb	\$	\$	\$
Mar	\$	\$	\$
Apr	\$	\$	\$
May	\$	\$	\$
Jun	\$	\$	\$
Jul	\$	\$	\$
Aug	\$	\$	\$
Sep	\$	\$	\$
Oct	\$	\$	\$
Nov	\$	\$	\$
Dec	\$	\$	\$

Part 6: List of Supporting Documents

Below is the required documentation needed for each scenario, but additional documentation may be requested during review. Failure to provide the listed documents will result in denial or delay of your request.

All Circumstances

- Signed copy of your 2025 tax return, including all attachments and W2's
- If requesting to use 2026 income, copy of the most recent paystub from each employer showing year-to-date income

Change in Marital Status

- Legal separation agreement or divorce decree
- Date of physical separation, including addresses of each party
- Copy of 2025 ex-spouse's W2's, if requesting to use 2025 income

Unemployment, Reduced Employment, or Job Change

- Copy of termination paperwork, letter documenting reason for work reduction or proof of unemployment if received

Loss of Benefit

- Documentation for loss of benefit such as child support agreement, unemployment letter, etc.

Signature Certification

By submitting this form, I agree that the information provided is complete and correct. I understand that by purposefully providing false or misleading information in connection with my application for federal financial aid may result in penalties. I understand that petitions missing required documentation will not be processed.

Student Name

Student Signature

Date

Parent Name

(Required only if student is dependent)

Parent Signature

(must be handwritten)

Date

SVC Financial Aid Office Use Only

ESK043

**Staff Initials
& Date:**