

**2020-2021 CHANGE OF CIRCUMSTANCE PETITION
(Petitioning to use 2019 income)**

Student Name: _____ Address: _____
 Student SS#: _____
 Student ID#: _____ Phone: _____

Financial aid eligibility for 2020/2021 is based on 2018 family financial information. The Financial Aid Office will consider the use of 2019 information if you describe your new circumstances and the reason for the change from 2018 to 2019. Generally, the reason for change must be a situation that was 'beyond your control'. If your petition is accepted, the Financial Aid Office will make the adjustments to your information and your financial aid award can be re-determined.

Check applicable circumstance(s) and **attach all required documentation**:

- Change in marital status** (Effective Date of Change: _____)
 - Copy of court divorce or separation agreement, or death certificate (as applicable)
 - For separation/divorce, give explanation including dates of physical address separation, listing address of each party. Indicate if spouse will pay your mortgage/utilities, etc. Explain where children will live and give details and copies of child support agreement based on court decision, etc.
 - Signed copy of your 2019 tax return and all W-2's and attachments. Include (ex) spouse's W-2's & 1099's if a joint tax return.
- Loss of employment or income reduction** (Effective Date of Loss: _____)
 - Attached letter from you explaining loss of income situation and effective dates, and
 - Copy of termination papers **unless** you received Unemployment
 - Signed copy of your 2019 tax return and all W-2's and attachments
- Loss of benefit (child support, social security, etc.)** (Effective Date of Loss: _____)
 - Attached letter from you explaining loss of income situation and
 - Official documentation of loss of benefits including effective dates (e.g., child support agreement, letter from SS Administration)
 - Signed copy of your 2019 tax return and all W-2's and attachments
- Another situation applies** (Effective Date: _____)
 - Attached letter from you explaining the change in household/financial situation and
 - Copies of supporting documentation to substantiate your new situation
 - Signed copy of your 2019 tax return and all W-2's and attachments

PLEASE NOTE: If you submitted and had a petition approved for the prior 18-19 school year, and it is discovered you seriously under-reported your income, this and any future petitions will not be considered.

ALL PETITIONS MUST INCLUDE: A monthly breakdown of 2019 income on the back of this form. Make sure you breakdown **all** sources of income including gross wages, gross unemployment, child support, TANF, GAU, social security benefits, pensions, L&I, VA ed. and non ed. benefits, etc. If you are married, you must also breakdown your spouse's 2019 income. If you pay child support, be sure you make clear on the form that you **pay** this and are not receiving it. This breakdown gives us a full picture of the months you had limited income.

CERTIFICATION: I understand that submitting this form electronically as an email attachment using my SVC email account constitutes my signature and my certification that the information provided herein is complete and correct.

STUDENT SIGNATURE _____ DATE _____

Parent Signature (If student is dependent. Parent handwritten signature is required)

PARENT SIGNATURE _____ DATE _____

SVC FINANCIAL AID OFFICE USE ONLY		
CH19	<input type="checkbox"/> Request Approved <input type="checkbox"/> Request Denied <input type="checkbox"/> Pending	INITIALS & DATE:

2019 INCOME

- Please list 2019 income each month or make note of how you lived on \$0 income, or the petition cannot be considered complete.
- List only one employer or type of income per column and fill in the 'LIST SOURCE' at the top of each column.
- If more than 3 income sources per person, attach an additional sheet.
- If you paid child support in 2019, use one column for that and make sure you indicate "child support PAID" in 'LIST SOURCE' section. Proof may be necessary.

	<u>STUDENT *(father)</u>			<u>SPOUSE *(mother)</u>		
	Gross Wages	Other Income	Other Income	Gross Wages	Other Income	Other Income
	LIST SOURCE:	LIST SOURCE:	LIST SOURCE:	LIST SOURCE:	LIST SOURCE:	LIST SOURCE:
	1.	2.	3.	1.	2.	3.
January	\$	\$	\$	\$	\$	\$
February	\$	\$	\$	\$	\$	\$
March	\$	\$	\$	\$	\$	\$
April	\$	\$	\$	\$	\$	\$
May	\$	\$	\$	\$	\$	\$
June	\$	\$	\$	\$	\$	\$
July	\$	\$	\$	\$	\$	\$
August	\$	\$	\$	\$	\$	\$
September	\$	\$	\$	\$	\$	\$
October	\$	\$	\$	\$	\$	\$
November	\$	\$	\$	\$	\$	\$
December	\$	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$	\$

**If student is dependent on FAFSA, parent income must be listed.*