

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

Student Name: \_\_\_\_\_ Address: \_\_\_\_\_  
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 2020 anticipated income if you describe your new circumstances and the reason for the change from calendar year 2018 to calendar year 2020. Generally, the reason for the change must be a situation that was 'beyond your control'. If your petition is accepted, your financial aid award can be re-determined. **\*Please note: If this petition is accepted and results in an increase in financial aid funds awarded, you must notify us immediately if you have an unexpected increase in income for 2020.**

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 has been paying or 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.
- 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 and/or unemployment determination letter), **and**
  - Copy of most recent pay stub from each employer in 2020 (if employed) **and** proof of unemployment benefit amount, if unemployed. If you are petitioning after 2020 is over, we will need your signed & dated 2020 tax return and all 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 Social Security Administration)
- 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

**PLEASE NOTE:**

- If 2020 self-employment/business income and expenses or other taxable income is unsure, we may have to wait to consider this petition until you have completed your 2020 tax return. You will be notified if this is the case.
- If you submitted and had a petition approved for the 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:**

1. **A monthly breakdown of 2020 income on the back of this form.** Be as accurate as possible with the figures. 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 2020 income. If you pay child support, be sure you make clear on the form that you **pay** this and are not receiving it.
2. **Attach a signed copy of your 2019 tax return** and all W-2's and attachments with this petition, in order to give us a full picture of your income situation from 2018 to 2020.

*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. Also, parent handwritten signature is required)*

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SVC FINANCIAL AID OFFICE USE ONLY**

<b>CH20</b>	<input type="checkbox"/> Request Approved <input type="checkbox"/> Request Denied <input type="checkbox"/> Pending	<b>INITIALS &amp; DATE:</b>
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## 2020 ESTIMATED INCOME

- **Please estimate income** to meet living expenses *each month* or make note of how you will live on \$0 income, or the petition cannot be considered complete.
- **List gross income before taxes** taken out for both wages and unemployment. We will figure the tax.
- **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 plan to pay child support**, 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	\$	\$	\$	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$	\$	\$	\$

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