

2023-2024 CHANGE OF CIRCUMSTANCE PETITION

Student Name: _____ ctcLink ID #: _____

Financial aid eligibility for 2023-2024 is based on 2021 family financial information. The Financial Aid Office will consider the use of more recent calendar year income if you describe your new circumstances and the reason for the change. Generally, it must be a situation 'beyond your control' and not simply because you want to attend college. If accepted, the Financial Aid Office will adjust to your FAFSA, and your financial aid award can be re-determined. Please note that even if you choose to use 2023 anticipated income, we still ask for a signed copy of your 2022 tax return to show family income progression.

I am petitioning to use: 2022 Income **OR** 2023 Income.

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

- Change in marital status** (Effective Date of Change: _____)
 - For separation/divorce, give explanation including dates of physical address separation & address of each party. Give details if spouse will pay your household expenses. Explain child custody agreement & provide court child support agreement, etc.
 - Copy of court divorce or separation agreement, or death certificate (as applicable)
 - Signed copy of your 2022 tax return and all W-2's and attachments. Include (ex) spouse's W-2's & 1099's if a joint tax return.
 - If you marked the 2023 income box above, provide most recent year-to-date 2023 pay stubs from all your employers

- Loss of employment or income reduction** (Effective Date of Loss: _____)
 - Attached letter from you explaining loss of income situation and effective dates,
 - Copy of termination papers **unless** you received Unemployment, then proof of unemployment
 - Signed copy of your 2022 tax return and all W-2's and attachments
 - If asking to use 2023 income, provide most recent year-to-date 2023 pay stubs from all your & spouse's employers

- Loss of benefit (child support, social security, etc.)** (Effective Date of Loss: _____)
 - Attached letter from you explaining loss of income situation
 - Official documentation of loss of benefits including effective dates (e.g. child support agreement, letter from SS Admin)
 - Signed copy of your 2022 tax return and all W-2's and attachments
 - If asking to use 2023 income, provide most recent year-to-date 2023 pay stubs from all your & spouse's employers

- Another situation applies** (Effective Date of Loss: _____)
 - Attached letter from you explaining the change in household/financial situation
 - Copies of supporting documentation to substantiate your new situation
 - Signed copy of your 2022 tax return and all W-2's and attachments
 - If asking to use 2023 income, provide most recent year-to-date 2023 pay stubs from all your & spouse's employers

PLEASE NOTE: If you submitted and had a petition approved for the prior 22-23 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 full year 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 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** _____

PETITIONING TO USE: 2022 Income OR 2023 Income

- Please list monthly income 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 listing 2023 work income, please provide the most recent year-to-date paystub from each job.
- If you paid child support, use one column for that and make sure you indicate "child support PAID" in 'LIST SOURCE' section. Proof may be necessary.

	STUDENT *(father)			SPOUSE *(mother)		
	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.*