

# Office of Financial Aid

## STUDENT REQUEST FOR CHANGE OF CIRCUMSTANCE DUE TO A DEATH

### APPLICANT INFORMATION

<b>Student Name:</b>	<b>Student SS/ID:</b>
<b>Student Address:</b>	<b>Student Date of Birth:</b>
<b>City, State, Zip:</b>	<b>Student email:</b>
<b>Student Phone:</b>	<b>Student Alternate Phone:</b>

Please note that according to the Department of Education, unusual circumstances do not include:

- Reduction of income based on bankruptcy
- Tuition paid for elementary/secondary private school
- Reduction of income due to loss of overtime pay
- Families with reductions processed in 2015-16 that grossly underestimated 2015 income
- Medical expenses other than those claimed as a deduction on your 2015 tax returns
- Unusual expenses related to personal living and consumer item expenses.

### Documents required for a Change in Circumstance due to a Death

<input type="checkbox"/>	Copy of Death Certificate for Parent or Spouse which occurred after applying for financial aid
<input type="checkbox"/>	Copies of 2015 Federal Tax Return Transcripts <a href="http://www.irs.gov/800-829-1040">www.irs.gov/800-829-1040</a>
<input type="checkbox"/>	Copies of W-2 Transcripts for <b>you</b> <a href="http://www.irs.gov/800-829-1040">www.irs.gov/800-829-1040</a>

### EXPLANATION OF CHANGES

Provide a clear explanation of changes that occurred which have affected your income, if needed, attach a separate sheet.


**WARNING:** In applying for a change in circumstance for the 2017-2018 school year, I understand:

- Additional documentation may be requested.
- Requests may take up to 6 weeks to process.
- Incomplete requests will not be processed.

**I have read and agree to the warning above:**

<b>Print Name:</b>	<b>Student ID:</b>
<b>Student Signature</b>	<b>Date</b>

