

# Office of Financial Aid

## STUDENT REQUEST FOR CHANGE OF CIRCUMSTANCE



APPLICANT INFORMATION		
Name:		
Date of birth:	Phone:	Student ID:
Current address:		
City:	State:	ZIP Code:
Email address:		
<p><b>WARNING:</b> In applying for a change in circumstance for the 2016-2017 school year, I understand:</p> <ul style="list-style-type: none"> <li>• Additional documentation may be requested.</li> <li>• Requests may take up to 6 weeks to process.</li> <li>• Incomplete requests will not be processed.</li> </ul> <p><b>I have read and agree to the warning above:</b></p>		
<b>Student Signature:</b>		<b>Date:</b>
<p>Please note that according to the Department of Education, unusual circumstances do not include:</p> <ul style="list-style-type: none"> <li>• Reduction of income based on bankruptcy</li> <li>• Tuition paid for elementary/secondary private school</li> <li>• Reduction of income due to loss of overtime pay</li> <li>• Families with reductions processed in 2015-16 that grossly underestimated 2015 income</li> <li>• Medical expenses other than those claimed as a deduction on your 2015 tax returns</li> <li>• Unusual expenses related to personal living and consumer item expenses.</li> </ul>		
Documents required for a Change in Circumstance due to Loss of Income		
<input type="checkbox"/>	Your last paycheck stubs for all jobs.	
<input type="checkbox"/>	Current paystubs for all other members of your family whose income was used on the FAFSA.	
<input type="checkbox"/>	Letter stating the last date of employment from previous employer(s).	
<input type="checkbox"/>	Statement of Benefits from TWC regarding unemployment benefits for all members of your family whose income was used on the FAFSA. (If applicable)	
<input type="checkbox"/>	Completed 2016-2017 Verification Worksheet	
<input type="checkbox"/>	Copies of 2015 Federal Tax Return Transcripts and W-2 transcripts for all jobs worked in 2015. <a href="http://www.irs.gov/800-829-1040">www.irs.gov/800-829-1040</a>	
<input type="checkbox"/>	Completed 2016-2017 FAFSA based on 2015 Annual Year income on file at GC.	
<input type="checkbox"/>	Employment Record – Complete on back page.	
Documents required for a Change in Circumstance due to Separation or Divorce		
<input type="checkbox"/>	Completed 2016-2017 Verification Worksheet	
<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> and <b>your</b> former spouse	
<input type="checkbox"/>	Copy of divorce paperwork, letter from attorney or statement from authoritative source (landlord etc.)	

