## Office of Financial Aid STUDENT REQUEST FOR CHANGE OF CIRCUMSTANCE



APPLICANT INFORMATION					
Name	:				
Date of birth:		Phone:	Student ID:		
Curre	Current address:				
City:		State:	ZIP Code:		
Email	Email address:				
<ul> <li>WARNING: In applying for a change in circumstance for the 2016-2017 school year, I understand:</li> <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> <li>I have read and agree to the warning above:</li> </ul>					
Stud	ent Signature:		Date:		
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.					
	<u>.                                      </u>	for a Change in Circumstance due	to Loss of Income		
	Your last paycheck stubs for all jobs.				
	Current paystubs for all other members of your family whose income was used on the FAFSA.				
	Letter stating the last date of employment from previous employer(s).				
	Statement of Benefits from TWC regarding unemployment benefits for all members of your family whose income was used on the FAFSA. (If applicable)				
	Completed 2016-2017 Verification Worksheet				
	Copies of 2015 Federal Tax Return Transcripts and W-2 transcripts for all jobs worked in 2015.www.irs.gov/800-829-1040				
	Completed 2016-2017 FAFSA based on 2015 Annual Year income on file at GC.				
	Employment Record - Complete on back page.				
Documents required for a Change in Circumstance due to Separation or Divorce					
	Completed 2016-2017 Verification Worksheet				
	Copies of 2015 Federal Tax Return Transcripts www.irs.gov/800-829-1040				
	Copies of W-2 Transcripts for you and your former spouse				
	Copy of divorce paperwork, letter from attorney or statement from authoritative source (landlord etc.)				

Student Name:			Student ID:			
Documents required for a Change in Circumstance due to a Death						
	Copy of Death Certificate for Parent or Spouse which occurred after applying for financial aid					
	Copies of 2015 Federal Tax Return Transcripts www.irs.gov/800-829-1040					
	Copies of W-2 Transcripts for <b>you</b> www.irs.gov/800-82	9-1040				
	All students must complete this section of this form.					
EMPLOYMENT RECORD						
Employer		Start Date:	End Date:			
Employer		Start Date:	End Date:			
Employer		Start Date:	End Date:			
Employer		Start Date:	End Date:			
EXPLAINATION OF CHANGES						
Provide a clear explanation of changes that occurred which have affected your income, if needed, attach a separate sheet.						
Print Name:		Stud	ent ID:			
Student Signature		Date	:			
	Grayson College 6101 Grayson Drive Denison Texas 75020-8399					

Web: www.grayson.edu email: financialaid@grayson.edu Phone: 903 463-8794 Fax: 903 463-3908