

Office of Financial Aid
Change of Circumstance Loss of Income 2021-2022
Used to adjust income on FAFSA due to loss or reduction



STUDENT INFORMATION

Student Name:	Student ID:
Student Address:	Student Date of Birth:
City, State, Zip:	Student Email:
Student Phone:	Student Alternate Phone:

INELIGIBILITY INFORMATION

Please note that according to the Department of Education, mitigating 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 2020-2021 that grossly underestimated 2019 income.
- Medical expenses other than those claimed as a deduction on your 2019 tax returns.
- Unusual expenses related to personal living and consumer item expenses.

RELATIONSHIP

Full name of person(s) with loss of income:

Relationship:

- Self (student)
- Spouse
- Parent
- Step-Parent
- Ex-Spouse (now separated or divorced)

REQUIRED DOCUMENTS FOR PRIOR YEAR

Loss of income is reflected **AFTER** last filed tax year:

- Completed 2021-2022 FAFSA based on 2019 annual year income on file at GC.
- Provide a letter stating the last date of employment from previous employer(s), on company letterhead, for person(s) with a loss of income.
- Provide a statement of benefits from Texas Workforce Commission regarding unemployment benefits for person(s) with a loss of income (if receiving benefits).
- Provide two most recent pay check stubs for new employment or reduced income.
- Provide a copy of signed 2019 Tax Return **OR** a signed and dated non-filing statement.
- Provide copies of **ALL** 2019 W2's for tax payers listed on the tax return **OR** 2019 Wage & Income Statement for person(s) with loss of income.
 - To request your IRS Wage & Income Tax Statement visit www.irs.gov or call 1-800-829-0922

REQUIRED DOCUMENTS FOR CURRENT YEAR

Loss of income reflected **IN** last filed tax year

- Completed 2021-2022 FAFSA based on 2019 annual year income on file at GC.
- Provide copy of signed 2020 Tax Return for person(s) with loss of income

EMPLOYMENT RECORD

Include previous employer as well as current employer (if applicable) for person with loss:

Employer:	Start Date:	End Date:
Employer:	Start Date:	End Date:
Employer:	Start Date:	End Date:

EXPLANATION OF CHANGES

Provide an explanation of the changes affecting your household income. If needed, attach an additional page.

SIGNATURE

I understand when applying for a change of circumstance:

- Additional documentation may be requested.
- Process may take 2-3 weeks.
- Incomplete requests will not be processed.

By signing this form, I agree to provide information that will verify the accuracy of my situation. If I purposely give false or misleading information, I understand I will be referred to the Department of Education Inspector General. If I purposely give false or misleading information in order to qualify for Title IV funds, I understand I may be fined \$20,000, sent to prison or both.

Student Printed Name:	Student Signature:	Date:
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FINANCIAL AID OFFICE USE ONLY

COA: 4.5 / 9 / 12	EFC:	Awards:	Unmet Need:
SAP: Good / AP / Warn / Susp.	Independent / Dependent	Docs Complete: Y / N	Approved: Y / N
Letter Sent:	FAO:	Date:	

Send forms to: Grayson College Financial Aid Office • 6101 Grayson Drive, Denison, TX 75020-8299
 Email forms to: financialaid@grayson.edu • Fax forms to: 903.463.3908

Students are **REQUIRED** to use their GC canvas account or their GC email account for all electronic communication. GC faculty and staff will not reply to student communication that is sent through an email account other than their GC issued email account or canvas account in order to ensure the identity of the student when communicating electronically.