



2014-2015 REQUEST FOR REVIEW OF AWARD YEAR INCOME DATA (Independent Student)

SPECIAL CIRCUMSTANCES

Federal regulations require all applicants to report calendar year 2013 income figures on their 2014-2015 Free Application for Federal Student Aid (FAFSA). Federal regulations also allow the Financial Aid Office to revise the information on your financial aid application for award purposes year 2014-2015, if documented special circumstances exist. Examples of special circumstances include: loss of student's or spouse's (if married) income due to lay-off or termination of employment, separation, divorce, or other mitigating circumstances beyond your or your spouse's control.

By following the instructions below you may request a review of income data. If your request is granted, the Financial Aid Office will change the income information originally reported on your FAFSA to reflect your and your spouse's (if married) income for the 2014-2015 award year. All requests will be reviewed by a Financial Aid Advisor. Not all requests are granted. Requests are approved or denied based on the information provided.

Required Documentation:

In order for a Financial Aid Advisor to review your request, you must provide documentation of your special circumstances and submit **ALL** of the following forms:

➤ Student/Spouse (if married) 2013 IRS Transcript of Tax Return (ONLY REQUIRED IF IRS DATA RETRIEVAL NOT USED, SEE ATTACHED INSTRUCTIONS)

➤ Student's 2013 W-2's

➤ Spouse's (if married) 2013 W-2's

➤ Student/Spouse (if married) 2014 IRS Transcript of Tax Return (IF APPEAL IS SUBMITTED AFTER APRIL 15, 2015)

➤ Student's 2014 W-2's

➤ Spouse's (if married) 2014 W-2's (IF APPEAL IS SUBMITTED AFTER JANUARY 31, 2015)

Included in this packet are the following:

- 2014-2015 Personal Statement of Explanation
- 2014-2015 Statement of Information
- 2014 Projected Award Year Income Statement
- Student's Statement of Projected Basic Living Expenses

Supporting documentation:

You must also provide supporting documentation of your special circumstances. Examples of acceptable documentation are listed below. Requests submitted without supporting documentation may be delayed or denied until the documentation is received.

- Copies of current or final pay stubs, benefit checks or employer statements for each job
- Copy of termination notice or letter from employer confirming termination date
- Unemployment Award Letter and the most recent Unemployment check stub
- Proof of separation or divorce, if applicable
- Any other documentation that supports your request for review

SUBMIT ALL FORMS AND DOCUMENTS TO THE FINANCIAL AID OFFICE

Student's Name _____

ECC ID# _____

2014-2015 PERSONAL STATEMENT OF EXPLANATION Independent Student

Please explain, in detail, your special circumstances and why you are requesting a financial Aid Advisor to change your and/or your spouse's (if married) 2014-2015 FAFSA income information. Incomplete explanations may cause delay or denial of your request. (If you need additional space, continue on the back of this form).

Print or Type _____

CERTIFICATION: I certify that all information on this form is true, complete, and accurate. Upon request, I agree to provide proof of the information reported on this form. False statements or misrepresentation can be cause for denial, reduction, withdrawal, and/or repayment of financial aid. I give permission to the Financial Aid Office to make corrections/adjustments to data on my FAFSA based on forms and/or documents submitted. **I understand that I must report changes of the above information to the Financial Aid Office.**

Student's Signature _____

Date _____

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Appeal **APPROVED** Appeal **DENIED** Date _____ FA Advisor Initial _____

Prior EFC: _____ Trans #: _____ New EFC: _____ Trans#: _____

Reason _____

Appeal **APPROVED** Appeal **DENIED** Date _____ FAManager Initial _____

2014-2015 STATEMENT OF INFORMATION Independent Student

Complete all questions in applicable sections only. If your or your spouse's (if married) income information did not change leave that section blank.

STUDENT'S SECTION

1. Did you voluntarily quit or reduce your hours at work? YES NO

If YES, please explain why: _____

When did you quit or reduce your hours? (month/year) _____

If you are still working, how many hours per week? _____

2. Were you laid-off or terminated from your job? YES NO

If YES, when were you were laid-off or terminated? (month/year)

3. Do you receive child support? YES NO

4. Have Unemployment Benefits been applied for? YES NO

If YES, when will (did) the Unemployment Benefits start? (month/year) _____

SPOUSE'S SECTION (if married)

1. Did your spouse voluntarily quit or reduce their hours at work? YES NO

If YES, please explain why: _____

When did she/he quit or reduce their hours? (month/year) _____

If she/he is still working, how many hours per week? _____

2. Was she/he laid-off or terminated from their job? YES NO

If YES, when was she/he laid-off or terminated?

3. Does your spouse receive child support? YES NO

4. Have you applied for Unemployment Benefits? YES NO

If YES, when will (did) the Unemployment Benefits start? (month/year) _____

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2014-2015 PROJECTED AWARD YEAR INCOME STATEMENT

Independent Student

Do not leave any section blank. If any part of this form is left blank it will not be accepted. If you and your spouse (if married) list "0" income for any month, provide an explanation on the back of this form or a separate sheet of how your expenses listed on the Statement of Projected Basic Living Expenses form will be paid. Failure to include this explanation may cause delay or denial of your request. LIST GROSS INCOME FIGURES. **Gross income** is earnings before taxes and other deductions are subtracted.

* **Taxable income** is any income that is reported to the IRS. Unemployment Benefits are taxable income.

** **Untaxed income** includes earnings from work paid by cash or check not being reported to the IRS, child support, TANF/CalWorks, General Relief, Social Security (or any other retirement benefits), and cash received from friends or relatives used to pay living expenses.

Student's 2014-2015 Projected Income			
	GROSS Taxable*	Untaxed**	Source of Income
July 2014			
Aug. 2014			
Sept. 2014			
Oct. 2014			
Nov. 2014			
Dec. 2014			
Jan. 2015			
Feb. 2015			
March 2015			
April 2015			
May 2015			
June 2015			
Income Totals			

Spouse's (if married) 2014-2015 Projected Income			
	GROSS Taxable*	Untaxed**	Source of Income
July 2014			
Aug. 2014			
Sept. 2014			
Oct. 2014			
Nov. 2014			
Dec. 2014			
Jan. 2015			
Feb. 2015			
March 2015			
April 2015			
May 2015			
June 2015			
Income Totals			

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Student's Name _____

ECC ID# _____

STUDENT'S STATEMENT OF PROJECTED BASIC LIVING EXPENSES July 2014 - June 2015

INSTRUCTIONS: Complete the information below by listing expenses that you and your spouse (if married) will pay between July 1, 2014 and June 30, 2015. If amounts differed from month to month, provide an average for the 12-month period. Do not include any expenses covered by food stamps or housing assistance. If an expense is not applicable (i.e., car payments), put a "0". **Do not leave any question blank.**

Amount per **MONTH**
(Do not leave any amount blank)

- | | |
|--|----------|
| 1. Rent or Mortgage (include principal, interest and taxes) | \$ _____ |
| 2. Utilities (gas, electric, water, telephone, cell phone etc.) | \$ _____ |
| 3. Food (at home and away from home) | \$ _____ |
| 4. Car Payment(s) | \$ _____ |
| 5. Transportation (gas, oil, repairs and/or maintenance, bus passes) | \$ _____ |
| 6. Elementary/Secondary Tuition or Child Care Paid | \$ _____ |
| 7. Car Insurance expenses | \$ _____ |
| 8. Medical/dental expenses paid but NOT covered by insurance | \$ _____ |
| 9. Child Support Paid (due to divorce or separation) | \$ _____ |
| 10. Expenses for clothing, entertainment, gifts & travel | \$ _____ |
| 11. Other Expenses: _____ | \$ _____ |

Do you or your spouse (if married) receive Food Stamps/SNAP? YES NO

Do you or your spouse (if married) receive housing subsidies? YES NO

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Student's Signature _____

Date _____

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Total Monthly Expenses _____ Total Annual Expenses (12 mo.) _____

Total Student's Income _____ Total Spouse's Income _____

Total all income _____