

Financial Aid Office
REQUEST FOR REVIEW OF
FAMILY CONTRIBUTION/INCOME ADJUSTMENT
2009-2010

Policy

To qualify for most financial aid programs, a family must demonstrate “financial need.” Financial need is the difference between the cost of your education and the amount you and your family are expected to contribute to your education, as determined by the Financial Aid Office from the information you supply when you complete the Free Application for Federal Student Aid.

The basis of the calculation is a federal formula called “Federal Methodology.” The formula considers both the 2008 income and assets of a family. The information needed for the analysis is collected from the Free Application for Federal Student Aid (FAFSA). The Financial Aid Office determines the accuracy and reasonableness of the data by comparing it to the tax returns. Separate contributions toward the cost of education are calculated for the student and the parents. The two combined contributions constitute the expected family contribution.

An appeal is a request for a re-evaluation of your Statement of Financial Aid Eligibility because of changes in your situation since the time you applied for financial aid. When considering your appeal, the Financial Aid Office takes into account the availability of funds, the timeliness of your original application for financial aid, the timeliness of your appeal and the nature of the change in circumstances. Appeal decisions are subject to federal and state regulations.

Appeals must be submitted in writing. Appeals must be accompanied by appropriate supporting documentation.

How to appeal the family contribution

Please fill out the attached form and staple it to an appeal letter which details your financial circumstances. Please also include any supporting documentation and submit this form with all supporting documentation to the Financial Aid Office.

Cleveland State Community College
3535 Adkisson Drive
Cleveland, TN 37312
(423) 472-7141

Special Consideration Request for INCOME ADJUSTMENT

You must have already completed a FAFSA and received a Student Aid Report (SAR) before completing this form. To apply for financial aid you can go to www.fafsa.ed.gov online.

Name: _____ SS#: _____

Telephone: _____ E-Mail: _____

Address: _____

1. Please submit a WRITTEN STATEMENT explaining your special circumstances and request for adjustment and attach it to this form.
2. Please mark appropriate box below to indicate your reason for this request and submit supporting documentation.

Decrease in Income

- Person with decrease in income _____
- Date decrease in income occurred _____
- Letter from Employer with projected year income for person who had the decrease in income
- Most recent pay stub(s) – If Independent: Student & Spouse
If Dependent: Student & Parent(s)

Unemployment due to 10 weeks or more of involuntary unemployment, forced retirement or other non-elective loss of earned income.

- Person Unemployed _____
- Date of Unemployment _____
- Separation Notice or Statement from previous employer(s) showing last date of employment. (If Military, DD214 is required.)
- Most recent pay stub(s) to show Year To Date GROSS earnings from all previous employer(s)
- Documentation of unemployment benefits or non-benefits (obtained through the Unemployment Office)
- Last year's income tax return

Separation of Parent/Student

- Date of separation
- Proof of separation, such as separation agreement, legal separation or letter from attorney, landlord, pastor or commanding officer
- Last year's income tax return
- Most recent pay stub(s) – If Independent: Student
If Dependent: Student & Custodial Parent

Divorce of Parent/Student

- Date of divorce _____
- Divorce decree
- Child support statement (if different from divorce decree)
- Most recent pay stub(s) – If Independent: Student
If Dependent: Student & Custodial Parent
- Date of marriage

Death of Parent/Spouse

- Death Certificate
- Insurance Benefits Statement

Other: Explain and attach documentation:

Complete the following chart listing income from January 2009 through December 2009. If you or your parents are divorced or separated, give your information and/or the information of the custodial parent and step-parent if applicable. If the loss in income was due to the death of your spouse or parent, give your information and/or the information of your surviving parent.

PLEASE DO NOT LEAVE BLANK.

2009 Taxable Income (January 2009 – December 2009) (Income Reported on Taxes)	Independent		Dependent	
	Student	Spouse	Father	Mother
Wages, salaries, tips	\$	\$	\$	\$
Severance pay/lump sum cash received				
Pensions & annuities				
Interest & dividend income				
Business & farm income				
Capital gains				
Income received from rent				
Alimony				
Unemployment compensation				
Any other taxed income				
Total 2009 Taxed Income	\$	\$	\$	\$

2009 Non-Taxable Income (January 2009 – December 2009) (Income Not Reported on Taxes)	Independent		Dependent	
	Student	Spouse	Father	Mother
Payments to tax-deferred pension and savings plans	\$	\$	\$	\$
Social Security benefits received				
Retirement or disability				
Worker's compensation				
AFDC or ADC (monthly checks)				
Living & Housing allowances for Clergy, Military, etc., (Include FSA/FAQ)				
Cash allotments or CASH VALUE or benefits				
Child support received				
Veteran's benefits				
Any other untaxed income				
Total 2009 Untaxed Income	\$	\$	\$	\$

Other	Independent		Dependent	
	Student	Spouse	Father	Mother
Child Support paid	\$	\$	\$	\$
Federal Work Study Earnings				
Total Other	\$	\$	\$	\$

MISREPRESENTATION OF INFORMATION MAY RESULT IN REPAYMENT OF MONIES RECEIVED.
REQUEST WILL NOT BE PROCESSED WITHOUR REQUIRED DOCUMENTATION

Student's Signature

E-Mail

Date

Parent's Signature

E-Mail

Date

