**2020-2021 INCOME ADJUSTMENT FORM**

Medgar Evers College recognizes that special circumstances may occur after the Free Application for Federal Student Aid (FAFSA) was completed, which may affect a student’s eligibility for federal financial aid. If you, your spouse or parent(s) have experienced a significant decrease in income since 2018 due to one of the conditions described on this form, you may be eligible for an Income Adjustment.

Please complete **Section A** of this form and submit it to our office with the required documents as indicated for each category. If approved, the Office of Financial Aid will re-calculate the student’s financial aid eligibility.

**All requests for an Income Adjustment MUST be submitted with a signed Tax Return copy for the student and/or parent(s) & W-2(s).**

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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>CUNYfirst ID</th>
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This form is being completed based on special circumstance experienced by the:

- □ Student/Spouse
- □ Parent(s)

**Section A. Please review the selections below and check the box(es) that apply(ies) to you.**

<table>
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<th>Check Reason</th>
<th>Required Documents</th>
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| **Loss or reduction of Income**
- □ | For professional judgment due to a loss of income there is a 10 week waiting period from the date of termination. |
| | □ 2020-2021 Income Adjustment Form. |
| | □ Copy of 2018 Tax Return and W2(s) for student/spouse and/or parent(s). |
| | □ Copy of last paystub(s) from former employer(s) and current employer(s) if applicable. |
| | □ Detailed statement explaining your circumstances. |
| | □ Termination letter from former employer. |
| | □ Copy of Unemployment Compensation Letter. |
| | □ Copy of DD214 if appeal is due to discharge from active military duty. |
| | *** NOTE: To be considered for a loss of income you must have worked full time (35 hours a week) for at least 24 weeks in 2018 and be currently unemployed. |

| **Disability**
- □ | |
| | □ 2020-2021 Income Adjustment Form. |
| | □ Detailed statement explaining your circumstances. |
| | □ Copy of 2018 Tax Return and W2(s) for student/spouse and/or parent(s). |
| | □ Proof of Disability Compensation. |
| | *** NOTE: To be considered for loss of income due to disability you MUST have become disabled in either 2018, 2019 or 2020 BUT MUST HAVE WORKED in 2018. |

| **Loss of Untaxed Income (SSI, Child Support etc.)**
- □ | |
| | □ 2020-2021 Income Adjustment Form. |
| | □ Detailed statement explaining your circumstances. |
| | □ Documentation from the agency reflecting the monthly amount along with the termination date. |
| | *** NOTE: You must have received untaxed income/benefits in 2018 but that benefit MUST have currently completely ceased. |
| Divorce/Separation | • 2020-2021 Income Adjustment Form.  
• Detailed statement explaining your circumstances.  
• Divorce/separation occurred after FAFSA was completed (submit divorce decree, proof of legal separation or separate households).  
• Copy of 2018 Tax Return and W2(s) for student/spouse and/or parent(s).  
*** NOTE: In the case of separation, proof of separate residence is required. At least two Utility billing statements for each person must be submitted to complete this review. |
|---|---|
| Death | • 2020-2021 Income Adjustment Form.  
• Detailed statement explaining your circumstances.  
• Copy of 2018 Tax Return and W2(s) for student/spouse and/or parent(s).  
• Death certificate. |
| Excessive medical/dental expenses | • 2020-2021 Income Adjustment Form.  
• Detailed statement explaining your circumstances.  
• Copy of 2018 Tax Return and W2(s) for student/spouse and/or parent(s).  
• Copy of the Schedule A form original Tax Return(s).  
*** NOTE: Excessive medical and/or dental expenses should have been claimed on your 2018 Tax Return(s). In the event that, this was not possible, attach billing statements, receipts, etc. |
| Excessive Property loss/damaged due to a declared natural disaster | • 2020-2021 Income Adjustment Form.  
• Detailed statement explaining your circumstances.  
• Copy of 2018 Tax Return and W2(s) for student/spouse and/or parent(s).  
• Insurance claim forms and/or FEMA applications and any other relevant documents. |
| Roth IRA Conversion | • 2020-2021 Income Adjustment Form.  
• Detailed statement explaining your circumstances.  
• Copy of 2018 Tax Return and W2(s) for student/spouse and/or parent(s).  
• Proof of payment and an itemized statement showing funds usage. (Receipts, cancelled checks, etc.)  
• Documentation reflecting the source of the income.  
*** NOTE: Only apply for this adjustment if you converted a traditional IRA into a Roth IRA. |
| Other | • 2020-2021 Income Adjustment Form.  
• Detailed statement explaining your circumstances and supporting documents. |

**Certification and Signature(s)**  
By signing this form, you certify that all of the information you provided is true and complete to the best of your knowledge.

Student’s Signature: ___________________________  
Date: ___________________________  

Parent’s Signature: ___________________________  
Date: ___________________________
For Administrative Use Only

Reason for granting/denying request for Income Adjustment:

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☐ Approved  ☐ Denied

FAA Signature: ________________________________  Date: ________________