**2019-2020 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 Sections A & B 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 based on your estimated 2019 income.

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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<thead>
<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(es) to you.

<table>
<thead>
<tr>
<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.  
  - Copy of 2017 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 2017 and be currently unemployed. |
| **Disability** ☐ |  
  - Detailed statement explaining your circumstances.  
  - Copy of 2017 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 2017 or 2018 BUT MUST HAVE WORKED in 2017. |
| **Loss of Untaxed Income (SSI, Child Support etc.)** ☐ |  
  - 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 2017 but that benefit MUST have currently completely ceased. |
<table>
<thead>
<tr>
<th>Category</th>
<th>2019-2020 Income Adjustment Form.</th>
<th>Detailed statement explaining your circumstances.</th>
<th>Divorce/separation occurred after FAFSA was completed (submit divorce decree, proof of legal separation or separate households).</th>
<th>Copy of 2017 Tax Return and W2(s) for student/spouse and/or parent(s).</th>
<th><strong>NOTE:</strong> 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.</th>
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<tr>
<td>Divorce/Separation</td>
<td>□</td>
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<td>Death</td>
<td>□</td>
<td>2019-2020 Income Adjustment Form.</td>
<td>Detailed statement explaining your circumstances.</td>
<td>Copy of 2017 Tax Return and W2(s) for student/spouse and/or parent(s).</td>
<td>Death certificate.</td>
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<tr>
<td>Excessive medical/dental expenses</td>
<td>□</td>
<td>2019-2020 Income Adjustment Form.</td>
<td>Detailed statement explaining your circumstances.</td>
<td>Copy of 2017 Tax Return and W2(s) for student/spouse and/or parent(s).</td>
<td>Copy of the Schedule A form original Tax Return(s). <strong>NOTE:</strong> Excessive medical and/or dental expenses should have been claimed on your 2017 Tax Return(s). In the event that, this was not possible, attach billing statements, receipts, etc.</td>
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<tr>
<td>Excessive Property loss/damaged due to a declared natural disaster</td>
<td>□</td>
<td>2019-2020 Income Adjustment Form.</td>
<td>Detailed statement explaining your circumstances.</td>
<td>Copy of 2017 Tax Return and W2(s) for student/spouse and/or parent(s).</td>
<td>Insurance claim forms and/or FEMA applications and any other relevant documents.</td>
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<tr>
<td>Roth IRA Conversion</td>
<td>□</td>
<td>2019-2020 Income Adjustment Form.</td>
<td>Detailed statement explaining your circumstances.</td>
<td>Copy of 2017 Tax Return and W2(s) for student/spouse and/or parent(s).</td>
<td>Proof of payment and an itemized statement showing funds usage. (Receipts, cancelled checks, etc.) Documentation reflecting the source of the income. <strong>NOTE:</strong> Only apply for this adjustment if you converted a traditional IRA into a Roth IRA.</td>
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**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: ___________________________