FINANCIAL AID OFFICE

2011-2012 REQUEST FOR REVIEW OF **AWARD YEAR** INCOME DATA

Independent Student

Special Circumstances

IMPORTANT

Federal regulations require all applicants to report calendar year 2010 income figures on their 2011-2012 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 year 2011-2012, if 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 2011-2012 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. **Do not leave any question blank.**

- ☑ Copy of Student/Spouse (if married) 2010 Federal Tax Return & W-2's
- ☑ Copy of Student/Spouse (if married) 2011 Federal Tax Return & W-2's
  (if appeal is submitted after April 15, 2012)
- ☑ 2011-2012 Personal Statement of Explanation
- ☑ 2011-2012 Statement of Information
- ☑ 2011 Projected Award Year Income Statement
- ☑ Student's Statement of Projected Basic Living Expenses

(included in this packet)

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 pay stubs, benefit checks or employer statements
- ☞ 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 _____ GCC ID# _____ Social Security Number _____

FINANCIAL AID OFFICE

2011-2012 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) 2011-2012 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 _____

FAO: ☐ Appeal **APPROVED** ☐ Appeal **DENIED** Date _____ FAO Initial _____

Reason: _____

_____

_____

_____

_____

_____

_____

Student's Name _____ GCC ID# _____ Social Security Number _____

FINANCIAL AID OFFICE

2011-2012 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. 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? (month/year) _____

3. Does your spouse 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) _____

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 _____

Student's Name _____ GCC ID# _____ Social Security Number _____

FINANCIAL AID OFFICE

2011-2012 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 you must provide an explanation 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.

Student's 2011-2012 Projected Income			
	GROSS Taxable*	Untaxed**	Source
July 2011			
Aug. 2011			
Sept. 2011			
Oct. 2011			
Nov. 2011			
Dec. 2011			
Jan. 2012			
Feb. 2012			
March 2012			
April 2012			
May 2012			
June 2012			
Income Totals			

Spouse's (if married) 2011-2012 Projected Income			
	GROSS Taxable*	Untaxed**	Source
July 2011			
Aug. 2011			
Sept. 2011			
Oct. 2011			
Nov. 2011			
Dec. 2011			
Jan. 2012			
Feb. 2012			
March 2012			
April 2012			
May 2012			
June 2012			
Income Totals			

***** Taxable income is earnings from work being reported to the IRS.

****** 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 cash retirement benefits), and cash received from friends or relatives used to pay living expenses.

CERTIFICATION: I certify that all information reported on this form is true, complete, and accurate to the best of my knowledge. I agree to provide proof of the information that I have reported on this form. False statements or misrepresentation will 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 figures to the Financial Aid Office.***

Student's Signature _____ Date _____

Student's Name _____ GCC ID# _____ Social Security Number _____

FINANCIAL AID OFFICE

STUDENT'S STATEMENT OF PROJECTED BASIC LIVING EXPENSES
July 2011 - June 2012

INSTRUCTIONS: Complete the information below by listing expenses that you and your spouse (if married) will pay between July 2011 and June 2012. 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? ☐ YES ☐ NO

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

CERTIFICATION: I certify that all information reported on this form is true, complete, and accurate to the best of my knowledge. I agree to provide proof of the information that I have reported on this form. False statements or misrepresentation will 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.

Student's Signature _____ Date _____

FOR FINANCIAL AID OFFICE USE ONLY

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

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