



Office of Financial Aid

STUDENT REQUEST FOR CHANGE OF CIRCUMSTANCE DUE TO A DEATH

APPLICANT INFORMATION

Student Name:	Student SS/ID:
Student Address:	Student Date of Birth:
City, State, Zip:	Student email:
Student Phone:	Student Alternate Phone:

Please note that according to the Department of Education, unusual circumstances do not include:

- Reduction of income based on bankruptcy
- Tuition paid for elementary/secondary private school
- Reduction of income due to loss of overtime pay
- Families with reductions processed in 2016 that grossly underestimated 2016 income
- Medical expenses other than those claimed as a deduction on your 2016 tax returns
- Unusual expenses related to personal living and consumer item expenses.

Documents required for a Change in Circumstance due to a Death

<input type="checkbox"/>	Copy of Death Certificate for Parent or Spouse which occurred after applying for financial aid
<input type="checkbox"/>	Copies of 2015 Federal Tax Return Transcripts www.irs.gov/800-829-1040
<input type="checkbox"/>	Copies of W-2 Transcripts for you www.irs.gov/800-829-1040

EXPLANATION OF CHANGES

Provide a clear explanation of changes that occurred which have affected your income, if needed, attach a separate sheet.

WARNING: In applying for a change in circumstance for the 2017-2018 school year, I understand:

- Additional documentation may be requested.
- Requests may take up to 6 weeks to process.
- Incomplete requests will not be processed.

I have read and agree to the warning above:

Print Name:	Student ID:
Student Signature	Date

