



Change of Circumstance, Loss of Income Instructions

About

This application is to adjust FAFSA income due to loss or reduction.

Review the required documentation, complete the form, and submit both the form and documentation to Grayson College Office of Financial Aid.

I understand when applying for a change of circumstance:

- Additional documentation may be requested.
- Processing may take 2-3 weeks.
- Incomplete requests will not be processed.

By signing this form, you agree to provide information that will verify the accuracy of your situation. If you purposely give false or misleading information, you will be referred to the Department of Education Inspector General. If you purposely give false or misleading information in order to qualify for Title IV funds, you may be fined \$20,000, sent to prison, or both.

Required Documentation

If you have already filed taxes for 2025 or 2026, and your Adjusted Gross Income (AGI) was less than it was in 2024, you may supply a signed and dated copy of your federal taxes for that year. **If not**, documents required are listed below.

1. Completed 2026-2027 FAFSA on file at Grayson College.
2. A signed and dated copy of 2024 Federal Tax Return or IRS Tax Return Transcript **if** IRS Direct Data Exchange (DDX) Tool was not used to obtain Federal Tax Information (FTI).
3. A letter on company letterhead from previous/current employer, stating last date of employment, or beginning date of reduction in work hours, for person with loss of income.
4. The 2024 W-2(s) or 1099(s) from job(s) with income loss.
5. If person with income loss is currently working, provide their two most recent paycheck stubs from new employment or reduced income.
6. If the person with income loss is currently receiving unemployment benefits, provide their Statement of Benefits from TWC regarding unemployment benefits.

Ineligible Circumstances

Please note that according to the Department of Education, mitigating 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 change of circumstances request processed in 2025-2026 that grossly underestimated 2024 income.
- Medical expenses claimed as a deduction on your 2024 tax returns.
- Unusual expenses related to personal living and consumer item expenses.

How to Submit:

Return completed and signed form, along with required documents to:

Grayson College Office of Financial Aid
6101 Grayson Drive • Denison TX, 75020-8299

Email: financialaid@grayson.edu
Fax: 903.463.3908



Change of Circumstance Loss of Income 2026-2027

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6101 Grayson Dr. Denison, TX 75020-8299

* = Required field

Student Information

Student Name*: _____ Email*: _____
Student ID* _____ Phone Number*: _____
Date of Birth (m/d/yyyy)* _____ Alternate Phone: _____

Student Address

Street Address*: _____
City, State, and Zip Code* _____

Family Information

Full name of person or persons with loss of income: _____

Relationship (Check all that apply)

Self (Student)	Spouse	Parent	Step-Parent
Is the person with income loss currently working?		Yes	No
Is the person with income loss receiving unemployment benefits?		Yes	No

Employment Record

List previous and current employers for person with loss.

Employer 1: _____ Start Date: _____ End Date: _____
Employer 2: _____ Start Date: _____ End Date: _____
Employer 3: _____ Start Date: _____ End Date: _____

Explanation of Changes

Explanation of the changes affecting your household income. If needed, attached an additional page.

Required documentation:

1. Completed 26-27 FAFSA on file at Grayson College.
2. A letter on company letterhead from previous/current employer, stating last date of employment, or beginning date of reduction in work hours, for person with loss of income.
3. All 2024 W-2(s) or 1099(s) from job(s) with income loss.
4. If currently working, provide their two most recent paycheck stubs from new employment or reduced income.
5. If currently receiving unemployment benefits, provide their Statement of Benefits from TWC regarding unemployment benefits.

Signature

Printed Name*: _____

Student Signature*

X		Date (mm/dd/yyyy)* _____
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Statement of Non-Discrimination/Equal Opportunity Policy

With respect to the admission and education of students; with respect to the availability of student loans, grants, scholarships, and job opportunities; with respect to the employment and promotion of teaching and non-teaching personnel; and with respect to the student and faculty activities conducted on the premises owned or occupied by the College, Grayson College shall not discriminate either in favor of or against any person on account of race, creed, color, gender, national origin, age, religion, or disability. GC does not discriminate on the basis of sex in the educational programs or activities it operates. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator or to the Office of Civil Rights. The Title IX Coordinator is the Director of Title IX and Student Conduct. 6101 Grayson Drive, Denison, Texas 75020, 903.415.2614