



SECTION I - STUDENT INFORMATION

2023-2024 Income Reduction Request

SCTC Financial Aid Office

Last Name:	First Name:	Middle Initial:
Banner ID:	Date of Birth:	
Student Phone Number:	Parent Phone Number (for dependent students):	

SECTION II - INSTRUCTIONS & DISCLOSURE

Complete the following form if the student and/or spouse/parent has experienced a major change in income during the 2022 calendar year. Only 2022 information can be used to update the 2021 information that was entered on the Free Application for Federal Student Aid (FAFSA). If your request is approved, the information on the FAFSA will be updated and the Expected Family Contribution (EFC) will be recalculated. Recalculation of the EFC does not guarantee a change to the student's federal financial aid.

To ensure compliance with federal regulations, there are limits to which circumstances can be considered. Income reductions are considered on a case-by-case basis and must have occurred outside of student/parent control.

Upon submission of this form, you will be notified by the Financial Aid Office on how to upload your supporting documentation. We cannot process this appeal without specific details regarding your special circumstances or without appropriate documentation.

Please Note:

- Students must complete the 2023-2024 FAFSA at www.studentaid.gov before an Income Reduction Request can be processed.
- Supporting documentation should be submitted to the SCTC financial aid office.
- Families with an EFC of zero will not be reviewed and should not submit an Income Reduction Request.
- All verification requirements must be satisfied before your appeal can be considered.
- **Approval of a request does not guarantee receipt of additional federal financial aid.**

SECTION III – SELECT SPECIAL CIRCUMSTANCES

If special circumstances exist that might change your need, based on your financial information on the FAFSA, please check the box or boxes that apply.

<i>Special Circumstance</i>	<i>Required Documents</i>
Unemployment or change in employment that occurred during or after 2021 (Please note: Voluntarily leaving employment for any reason will not be considered.)	<ul style="list-style-type: none"> • 2022 tax return, signed • Statement explaining circumstance (include dates of unemployment) • Letter(s) of separation from employer(s) or proof of unemployment benefits being received, severance package • Most recent pay stub(s) for new employment (if applicable)
Death of a parent or spouse	<ul style="list-style-type: none"> • Statement explaining circumstance (including current members in household) • Copy of death certificate
Loss or change in child support	<ul style="list-style-type: none"> • Statement explaining circumstance (including when the benefit will end)
Divorce or separation of parents or student and spouse	<ul style="list-style-type: none"> • Statement explaining circumstance (including current members in household) • Copy of divorce decree • 2022 tax transcript or 2021 W2(s)

Notes about required documentation:

- For any income losses or changes occurring during 2021, provide 2022 signed tax return.
- If you were not required to file taxes during 2021, provide W2s or year-to-date earnings
- **For any job loss, we will not process an Income Reduction until the unemployment has continued for six months or more.**

SECTION IV – CERTIFICATION & SUBMISSION

To the best of my knowledge, the information in this appeal is true. I understand that misrepresentation of facts in connection with this appeal may result in cancellation and repayment of federal financial aid.

Student Signature:	Date:
Parent Signature:	Date:

To begin the appeal process, please save and email this form to the Student Financial Aid Office at finaid@finaid.edu.

After your appeal is reviewed, a final decision will be communicated to you via email. Processing times may vary, especially during peak times. Check your BannerWeb and SCTC email accounts often for updates regarding your request.

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