

**Income Appeal — 2023 – 2024****Dependent Student**

Student \_\_\_\_\_ Valley ID # V00 \_\_\_\_\_ Phone \_\_\_\_\_

The Student Financial Services Office recognizes students and their families may experience special circumstances that may affect their family contribution. The income appeal reflects the types of circumstances where professional judgment may be used to make changes to the information you reported on your 2023-2024 Free Application for Federal Student Aid (FAFSA).

**Please refer to the section that best fits your circumstance and provide supporting documentation.**

**We may request additional information and/or an appointment with a Financial Aid Advisor**

**Reduction or loss of income from work.**

**Note:** For this special circumstance to be reviewed, the person listed below must have reported income on your 2023-24 FAFSA.

Name of person whose income has changed: \_\_\_\_\_

Indicate the above person's relationship to student:

 Self Mother/Stepmother Father/Stepfather **Lay off or Termination**

Date of layoff/termination: \_\_\_\_\_

Submit all documents that apply to your current income situation. Documents may include, but not limited to:

- Third party documentation regarding job loss (letter from employer verifying loss of job) and/or
- Copy of final pay stub and/or
- Copy of the Unemployment Benefit Payment History or Statement of Eligibility and/or
- Copy of 2022 Federal Tax Return and applicable schedules

Has this person started another job?  No  Yes Date new job began: \_\_\_\_\_

If Yes, additional Documentation:

- Copy of two most recent pay stubs from current job

 **Decrease in work hours (not due to loss of overtime), or reduction in salary of current position**

Date of change: \_\_\_\_\_

Submit all documents that apply to your current income situation. Documents may include, but not limited to:

- Letter from employer verifying change in salary or work hours and/or
- Copy of last pay stub before the change/reduction and/or
- Copy of most recent pay stub(s) and/or
- Copy of 2022 Federal Tax Return and applicable schedules

 **Change of job resulting in reduction of income**

Date former job ended: \_\_\_\_\_ Date new job began: \_\_\_\_\_

Submit all documents that apply to your current income situation. Documents may include, but not limited to:

- Copy of last pay stub from former job and/or
- Copy of most recent pay stub from new job and/or
- Copy of third party documentation regarding change and/or
- Copy of 2022 Federal Tax Return and applicable schedules

### Change in Parent Marital Status

Parent/stepparent has become separated, divorced or widowed after submitting the FAFSA.

Married couple listed on the 2023-24 FAFSA:

Name: \_\_\_\_\_ Relationship to student:  Parent  Stepparent

Name: \_\_\_\_\_ Relationship to student:  Parent  Stepparent

Separation  Divorce  Widowed Date of change in marital status: \_\_\_\_\_

If the couple listed above are the student's parents, please explain who the student did/will live with: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submit all documents that apply to your current income situation. Documents may include, but not limited to:

- Signed Copy of Parent 2021 or 2022 Federal 1040 Tax return and/or
- Parent 2021 or 2022 W2s and/or
- 2023-24 Asset Form – available online at [www.kvcc.edu/finaid](http://www.kvcc.edu/finaid)
- 2023-24 Dependent Household Verification form at [www.kvcc.edu/finaid](http://www.kvcc.edu/finaid)
- Copy of documentation of marital change.

Examples:

- Letter of legal separation from an attorney
- Copy of the divorce decree
- Proof of residential separation
- Death certificate:

**To order an IRS Tax Return Transcripts: go to [www.irs.gov](http://www.irs.gov) and click on "Get a Tax Transcript"** You can either select the option to get *Transcript ONLINE or by Mail*. You must provide either a credit card number, home loan number, or auto loan number for identity verification to get the online transcript. **You will not be charged.** Or you can select the option to *Get Transcript by MAIL* and enter your information. You will need to select the option of **Tax RETURN Transcript**. Remember: You can also call 1-800-908-9946 to request a transcript over the phone.

**Other Circumstances not addressed in the above categories**

**Documentation:**

- Provide a statement that explains changes in your financial and/or family situation since filing the FAFSA
- Provide supporting documentation

**Personal Statement** - Please use the space below to give some detail on how your financial situation has changed.


**Certification**

I certify that all information and documentation submitted to validate my special circumstances is true and accurate to the best of my knowledge.

\_\_\_\_\_/\_\_\_\_\_  
Student Signature    Date

\_\_\_\_\_/\_\_\_\_\_  
Parent Signature    Date

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