

2021-2022

Income Adjustment Worksheet

Student's Name: _____, _____ **EMPLID #:** _____
Last First M.I.

The City College of New York recognizes that special circumstances which may affect a student's eligibility for federal financial aid, may occur after the Free Application for Federal Student Aid (FAFSA) was completed. If you, your spouse or parent(s) have experienced a significant decrease in income since 2019 due to one of the conditions described on this form, you may be eligible for an income adjustment to the FAFSA.

Please complete this form, submit it to the Financial Aid Office with ALL the required documents as indicated for each category.

If approved, the Financial Aid Office will re-calculate your financial aid eligibility based on the information submitted.

To be considered for income adjustment you must have an official Estimated Family Contribution (EFC) on the 2021-2022 Student Aid Report (SAR) with The City College of New York (School Code #002688)

Required documentation for all categories

1. 2021-2022 Standard Verification Worksheet (Dependent or Independent depending on FAFSA status).
2. 2019, 2020 Internal Revenue Service (IRS) Tax Return Transcripts or original IRS Tax Return(s) with signatures.
3. 2019, 2020 W-2s and/or 1099's with all required IRS tax schedules.
4. Typed, signed and dated detailed statement explaining your circumstances for requesting an income adjustment.
5. **If a request is made after 12/18/2021, a 2021 IRS Tax Transcript or 2021 Federal Income Tax Return(s) with signatures will be required.**

This form is being completed based on income adjustment experienced by the:

	First Name	Last Name	Currently Employed (check applicable box)
Student:	_____	_____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Not employed
Spouse:	_____	_____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Not employed
Parent 1:	_____	_____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Not employed
Parent 2:	_____	_____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Not employed

Categories: A - F

A. A significant loss of income in 2020 or 2021 due to a period of unemployment, a change of jobs, or going from full-time to part-time employment.

Additional required documentation

- Letter of termination or reduction of hours from employer.
- 2021 financial documents (last pay stub, unemployment benefit rate letter/notice of determination [and the NYS Unemployment Benefits Online Pay History, which is available at the NYS Department of Labor's Website <https://applications.labor.ny.gov/IndividualReg/> or, for non NYS residents, the equivalent from your state], current public assistance budget, etc.)

B. Person earned money in 2019 and has not been able to earn money in 2020 or 2021 because of a disability or natural disaster that occurred in 2019, 2020, or 2021.

Additional required documentation

- A statement from the student/spouse or parent's employer, insurance company, worker's compensation board, or other disability agency indicating when employment terminated.
- 2019-2021 financial documents. (2019-2021 disability or worker's compensation statements, etc.).

C. Person received unemployment compensation or some untaxed income or benefit in 2019, 2020, or 2021. The untaxed income or benefit must be from a public or private agency, from a company or from a person because of a court order.

Additional required documentation

- A statement from the appropriate agency, company or person making the benefit payment indicating when the benefits terminated.

D. A student or parent who experienced separation or divorce after the student has filed a FAFSA.

Additional required documentation

- A copy of the divorce decree or a statement indicating the date of separation.
- Proof of separate addresses with two separate utility bills.
- 2019-2021 financial documents for the remaining parent (child support, 2021 current pay stubs, etc.).

E. A spouse or parent has died after the student has filed a FAFSA.

Additional required documentation

- A copy of the death certificate for the deceased.
- 2021 financial documents for the Survivor (2021 current pay stub; Social Security Statements, etc.).

F. Other circumstances that were not described above:

Additional required documentation

- Any additional documentation supporting your claim for an income adjustment.

Student/Parents' Certification:

I certify that the information provided on this form, and supporting documents, is true and complete to the best of my/our knowledge. I agree to provide additional documentation, if requested. I understand that if at any time there is a change in the estimate of the income that was submitted on this form, I will notify the Office of Financial Aid. I understand that the income adjustment form submitted without required supporting documentation and letter of explanation will not be reviewed. I also understand that submission of an income adjustment form does not guarantee that my financial aid will be adjusted, and that I am responsible for any outstanding balance owed to the college.

Student's Signature: _____

Date: _____

Parent's Signature: _____

Date: _____

FORMS WITH DIGITAL / ELECTRONIC / TYPED SIGNATURE WILL NOT BE PROCESSED

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.