

2009-10 Income Reduction/Unusual Circumstance(s) Form

When financial circumstances change, the Office of Financial Aid is available to help students and their families locate funding sources and understand the options available to them. Advice may include educating a student regarding the financial aid process, recalculating a family's eligibility based on documented financial changes, or counseling a family regarding available loans and payment plans.

If the information you will or have reported on your Free Application for Federal Student Aid (FAFSA) does not accurately reflect your current situation, you may submit additional documentation to the Gettysburg College Office of Financial Aid. Listed below are the most common reasons for submitting additional documentation.

Please indicate the appropriate "special condition (s)" that applies to your situation and submit the proper supporting information. **Additionally, if you have not already done so, please submit signed copies of the 2008 U.S. Federal Income Tax Returns and W-2 Forms for you and your parent(s).**

- A. Tuition expenses at an elementary or secondary school for other siblings. These expenses must have been incurred and paid during the 2008 tax year (January 1, 2008 - December 31, 2008). As a general rule, these expenses should be at least 15% of your Adjusted Gross Income before submitting documentation. Documentation required: proof of payment. This can be a letter from the school(s), a notarized statement and/or canceled checks (please total checks).
- B. Unusual medical or dental expenses not covered by insurance during the 2008 tax year (January 1, 2008 - December 31, 2008). As a general rule, these expenses should be at least 15% of your Adjusted Gross Income before submitting documentation. Documentation required: proof of payment. This can be IRS Schedule A from Form 1040, a notarized statement and/or canceled checks (please total checks).
- C. Your parent worked full-time in 2008 but lost his/her job and remained unemployed for at least 10 weeks during 2009. As a general rule, the projected 2009 Adjusted Gross Income (AGI) should be at least 20% less than the actual 2008 AGI before submitting documentation. Documentation required: a statement from previous employer indicating the last day of employment and/or a notarized statement.
- D. Your parent worked full-time in 2008 but has been unable to pursue normal income producing activities for at least 10 weeks during 2009 because of a natural disaster or disability. As a general rule, the projected 2009 Adjusted Gross Income (AGI) should be at least 20% less than the actual 2008 AGI before submitting documentation. Documentation required: a letter describing the natural disaster, a notarized statement and/or a letter from a physician regarding the disability.
- E. You and/or your parents received untaxed income in 2008 and had a complete loss of one of the benefits for at least 10 weeks in 2009. This would include Social Security Benefits, Child Support, Disability Benefits, AFDC, and Veterans Benefits. Documentation required: a written statement from the appropriate agency showing the loss of benefit and/or a notarized statement.
- F. Your parents have become separated or divorced after submission of your original FAFSA. Please list the date of separation or divorce: ___/___/___. Documentation required: copy of the temporary separation order, divorce decree from the court and/or a notarized statement.
- G. Your parent whose 2008 income was reported on the FAFSA has died after submission of the original application. Documentation required: Death Certificate.

