

2008-09 Income Reduction/Unusual Circumstance(s) Form

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 2007 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 2007 tax year (January 1, 2007 - December 31, 2007). 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 2007 tax year (January 1, 2007 - December 31, 2007). 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 2007 but lost his/her job and remained unemployed for at least 10 weeks during 2008. As a general rule, the projected 2008 Adjusted Gross Income (AGI) should be at least 20% less than the actual 2007 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 2007 but has been unable to pursue normal income producing activities for at least 10 weeks during 2008 because of a natural disaster or disability. As a general rule, the projected 2008 Adjusted Gross Income (AGI) should be at least 20% less than the actual 2007 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 2007 and had a complete loss of one of the benefits for at least 10 weeks in 2008. 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 2007 income was reported on the FAFSA has died after submission of the original application. Documentation required: Death Certificate.

Please complete the income information below, if you checked C-G. If you checked A or B, you may skip the income section.

Anticipated Income for the 2008 calendar year (Jan. 1 - Dec. 31)

Instructions: If your parents are divorced or separated (letter F), give only the information of the custodial parent. If the loss of income was due to the death of a parent (letter G), give only the information of the surviving parent.

	Parent(s)	Student
a. Wages, salaries, tips (including severance pay, disability payments and any other income from work)	_____	_____
b. Other taxable income (list: _____)	_____	_____
c. Untaxed Social Security Benefits	_____	_____
d. Aid to Families with Dependent Children (AFDC)	_____	_____
e. Child support received	_____	_____
f. Other untaxed income	_____	_____
g. TOTAL ANTICIPATED INCOME FOR 2008	\$ _____	\$ _____

On a separate sheet of paper you will need to indicate exactly how you computed the 2008 anticipated income. You will also need to attach proof of income information such as check stubs, unemployment printouts, etc.).

Example:	Father (1-1-08 to 4-15-08) - Check stub attached.	\$10,000
	Father (4-16-08 to 6-1-08) - Unemployment printout attached.	\$ 4,000
	Father (6-2-08 to 12-31-08) - New Job. See most recent check stub that is attached. Covers a period of two weeks. Will receive 12 checks for the remaining part of the year. $1000 \times 12 = \$12,000$ (gross).	\$12,000
	Total anticipated income for 2008.	\$26,000

You will need to do this for each person(s) whose financial data is indicated on the FAFSA.

All of the information on this form is true and complete to the best of my knowledge.

Student Signature

Date

Parent Signature

Date

Student's Gettysburg College ID Number

Email address (if we have questions)

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