Income Reduction/Unusual Circumstances Form  
2015-2016 Academic Year

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.

Types of circumstances which may warrant a reconsideration of financial aid include:
- Unusual medical expenses. Typically must exceed 10-15% of your Adjusted Gross Income.
- Unemployment or loss of job by a parent. Will not be considered until after at least ten weeks from date of unemployment so that severance, unemployment benefits and future employment options can be clarified.
- Your parents have become separated or divorced since submission of the FAFSA. Proof of separate residences will be required.
- Recent death of a parent.
- Other significant loss of income or expense.

Please answer the following questions on a separate document. Complete the Unemployment or Separated/Divorced Worksheets, if appropriate.

1. Describe the circumstances, including any relevant dates and information.
2. Please indicate the financial impact of these circumstances.
3. Please indicate the options you are considering to cover remaining educational costs for the 2015-16 academic year.

This form and supporting documents should be mailed, emailed (finaid@gettysburg.edu) or faxed (717-337-8555) to the Gettysburg College Office of Financial Aid.

Student Name: __________________________________________  
ID: __________________ Class Year: _____________

Parent Name: ___________________________________________  
Phone (for questions): _____________________________

Email address (for questions): ________________________________

Please indicate the additional dollar amount of financial aid which you believe would make continued enrollment financially feasible: __________. If you have not yet received a financial aid award for the 2015-16 academic year, estimate the additional amount based on your award for 2014-15.

________________________________________________________  
________________________________________________________

Student Signature  
Date  
Parent Signature  
Date
Unemployment Worksheet

Student Name: __________________________________________  ID: __________________ Class Year: ______________

1. Describe the circumstances, including any relevant dates and information. Include information regarding possible future job prospects or the outlook for finding work in parent's industry.

2. Please itemize your expected income for 2015-16. This will allow us to compare your adjusted income to what was previously reported on the FAFSA.

<table>
<thead>
<tr>
<th>Income for Unemployed Parent</th>
<th>Date(s) i.e. 1/1/15-5/4/15</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages (while employed)</td>
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<td></td>
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<tr>
<td>Unemployment earnings</td>
<td></td>
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<tr>
<td>Disability earnings</td>
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<tr>
<td>Severance</td>
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<tr>
<td>Anticipated future job earnings (full-time or part-time)</td>
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<tr>
<td>Other: _______________________</td>
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</tbody>
</table>

Are you expecting any additional expenses due to unemployment (i.e. medical coverage changes, etc.)?

3. Please indicate the options you are considering to cover remaining educational costs for the 2015-16 academic year.
Separated/Divorced Worksheet

When the FAFSA was submitted as married/remarried in a prior year, the Office of Financial Aid must be provided with additional information in order to support filing the next year's FAFSA as separated/divorced and with only one parent's information. Parents who are separated/divorced but reside in the same home are required to report both parents' financial information on the FAFSA.

Student Name: _________________________________

ID: ___________________ Class Year: ________________

Date of Separation: ____________________

Date of Divorce: ________________

Parent 1 Name: _________________________________

Parent 2 Name: _____________________________

Parent 1 Address: _____________________________

Parent 2 Address: _____________________________

1. Do your parents reside in separate residences?
   □ Yes. Please provide a documentation of a second residence (rental agreement, utility bill, etc.)
   □ No. Parents who are separated or divorced but reside in the same home are required to report both parents' financial information on the FAFSA.

2. If your parents are living in separate residences, with which parent do you reside?
   The student's address reported to Gettysburg College's Registrar's Office must match this information.
   □ Parent 1
   □ Parent 2
   □ Both – complete questions 3 and 4 (if appropriate)

3. If you are living with both parents, with which parent did you live more than 50% of the time in the past twelve months?
   The student's address reported to Gettysburg College's Registrar's Office must match this information.
   □ Parent 1
   □ Parent 2
   □ Equal time – complete question 4

4. If you spent an equal time living with each parent, which parent provided more financial support during the past twelve months? (This can include both monetary funds as well as in-kind support such as medical insurance)
   □ Parent 1
   □ Parent 2

   Please describe the type of support received to make this determination:

5. If, during the prior twelve months, a student changed the parent with whom they resided the most, describe the residency change, including dates.

6. Additional Information: