2014-15 Gettysburg College
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.

This form and supporting documents should be mailed or emailed to the Gettysburg College Office of Financial Aid.

PART 1

Please indicate the appropriate “special condition (s)” that applies to your situation and submit the proper supporting information. In addition to financial information, we encourage you to submit a narrative regarding your circumstances. Additionally, if you have not already done so, please submit signed copies of the 2013 U.S. Federal Income Tax Returns and W-2 Forms for you and your parent(s).

_____ A. Unusual medical or dental expenses not covered by insurance during the 2013 tax year (January 1, 2013-December 31, 2013). As a general rule, these expenses should be at least 15% of your Adjusted Gross Income before submitting documentation.
   Documentation required: List of medical or dental expenses and costs.

_____ B. Your parent worked full-time in 2013 but lost his/her job and remained unemployed for at least 10 weeks during 2014. As a general rule, the projected 2014 Adjusted Gross Income (AGI) should be at least 20% less than the actual 2013 AGI before submitting documentation.
   Documentation required: A statement from previous employer indicating the last day of employment.

_____ C. Your parent worked full-time in 2013 but has been unable to pursue normal income producing activities for at least 10 weeks during 2014 because of a disability. As a general rule, the projected 2014 Adjusted Gross Income (AGI) should be at least 20% less than the actual 2013 AGI before submitting documentation.
   Documentation required: A letter from a physician regarding the disability.

_____ D. You and/or your parents received untaxed income in 2013 and had a complete loss of one of the benefits for at least 10 weeks in 2014. This would include Social Security Benefits, Disability Benefits, AFDC, and Veterans Benefits.
   Documentation required: A written statement from the appropriate agency showing the loss of benefit.

_____ E. Your parents have become separated or divorced after submission of your original FAFSA. Please list the date of separation or divorce: ____/____/____.
   Documentation required: A copy of the temporary separation order or divorce decree from the court.

_____ F. Your parent whose 2013 income was reported on the FAFSA has died after submission of the original application.

_____ G. Other circumstances.
   Documentation required: Attach a separate letter explaining in detail the income reduction in your family.
PART 2
Please complete the income information below, if you checked B-G. If you checked A, you may skip the income section.

Anticipated Income for the 2014 calendar year (Jan. 1 - Dec. 31)

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

a. Wages, salaries, tips (including severance pay, disability payments and any other income from work)  
   Parent(s)  
   Student

b. Other taxable income (list: _____________________)  
   Parent(s)  
   Student

c. Untaxed Social Security Benefits  
   Parent(s)  
   Student

d. Child support received  
   Parent(s)  
   Student

e. Other untaxed income  
   Parent(s)  
   Student

f. TOTAL ANTICIPATED INCOME FOR 2014  
   $ _____________  
   $ _____________

On a separate sheet of paper you will need to indicate exactly how you computed the 2014 anticipated income. You will also need to attach proof of income information such as check stubs, unemployment printouts, etc.

Example:  
Father (1-1-14 to 4-15-14) - Employed (check stub attached)  
$10,000

Father (4-16-14 to 6-1-14) - Unemployment received (printout attached)  
$4,000

Father (6-2-14 to 12-31-14) - New Job (recent check stub attached)  
$12,000

Covers a period of two weeks. Will receive 12 checks for the remaining part of the year. $1,000 x 12 = $12,000 (gross).

Total anticipated income for 2014:  
$26,000

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

PART 3

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 2014-15 academic year, estimate the additional amount based on your award for 2013-14.

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)

Student’s Parent Phone Number (for questions)

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