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# THE UNIVERSITY OF ALABAMA

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## Student Financial Aid

## Income Reduction 2016-17

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Last Name

First Name

MI

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Date of Birth

Campus Wide Identification Number (CWID)

Number provided by the Office of Academic Records. This is not your SSN.

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Student's Phone Number

Parent's Phone Number (for dependent students)

Complete the following form if the student and/or spouse/parent has experienced a change in their income during the 2016 calendar year. A request for a change during the 2017 year cannot be evaluated as the **Free Application for Federal Student Aid** (FAFSA) uses the prior year tax information. Only 2016 information can be used to update the 2015 information that was entered on the FAFSA. The request will be evaluated based on the documentation submitted. If your request is approved, the information on the FAFSA will be updated and the Expected Family Contribution (EFC) will be recalculated. Recalculation of the EFC does not guarantee a change to the student's federal aid award. To ensure fairness and compliance with the federal regulations, there are limits to which circumstances can be considered. Income reductions are considered on a case-by-case basis.

**Approval of request does not guarantee receipt of additional aid.**

*You must have completed the 2016-17 FAFSA at [fafsa.gov](http://fafsa.gov) before this request can be processed.*

Please provide all documents needed to evaluate your request from the checklists below. We cannot process this appeal without specific details regarding your special circumstances or without appropriate supporting documentation. Families with an EFC of (0) will not be reviewed.

**PLEASE NOTE:** If a request has already been approved for the same circumstance, it will be denied. Requests may be denied if there have been excessive requests.

**\*\*All verification requirements must be satisfied before your appeal can be considered.\*\***

**Step 1: Select Circumstance(s)** If special conditions exist that might change your need FAFSA information, please check the box or boxes that apply and submit this form to our office along with the required documentation.

Special Circumstance	Documents Needed and Checklist
<input type="checkbox"/> Unemployment or change in employment beginning in 2016	<ul style="list-style-type: none"><li>○ Personal statement explaining circumstance (include dates of unemployment)</li><li>○ Letter(s) of separation from employer(s) or proof of unemployment benefits being received</li><li>○ Most recent pay stub(s) for new employment (if applicable)</li></ul>
<input type="checkbox"/> One-time taxable income (IRA or pension distribution) that will not be received in 2016	<ul style="list-style-type: none"><li>○ Personal statement explaining circumstance</li><li>○ Copy of the IRS 1099 Form from the organization detailing the IRA or pension amount</li></ul>

<input type="checkbox"/> Loss or change in child support	<ul style="list-style-type: none"> <li>○ Personal statement explaining circumstance (including when benefit will end)</li> </ul>
<input type="checkbox"/> Divorce or separation of parents or student and spouse	<ul style="list-style-type: none"> <li>○ Personal statement explaining circumstance (including current members in Household)</li> <li>○ Copy of divorce decree</li> </ul>
<input type="checkbox"/> Death of a parent or Spouse	<ul style="list-style-type: none"> <li>○ Copy of Death Certificate</li> </ul>

**Step 2: Estimated Income Information for January 1, 2016 – December 31, 2016**

Provide the estimated income for the affected person's entire 2016 income. Complete all items. Answer items with zero (0) if it does not apply.

**Estimated Income Worksheet (January 1, 2016 – December 31, 2016)**

	<b>Parent 1</b> Name:	<b>Parent 2</b> Name:	<b>Student</b> Name:	<b>Spouse</b> Name:
<b>Earnings:</b> Wages, Salaries, and Tips	\$	\$	\$	\$
<b>Other Income:</b> Tax exempt interest, IRA contributions, untaxed IRA distributions (exclude rollovers), untaxed pensions, military or clergy untaxed housing allowances	\$	\$	\$	\$
Child Support Received	\$	\$	\$	\$

**Step 3: Certification (parent signature required if student is a dependent)**

To the best of my knowledge, the information in this appeal is true. I understand that misrepresentation of facts in connection with this appeal may result in cancellation and repayment of financial aid.

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Allow 10-14 business days to process this request. A final decision will be posted on your myBama account. Processing time may be substantially longer than expected during peak processing times. Check your myBama and Crimson email accounts for updates regarding your request.

**STUDENT FINANCIAL AID**  
**106 Student Services Center - Box 870162 - Tuscaloosa, AL 35487**  
**Phone: 205-348-6756**                      **FAX: 205-348-2989**  
[www.financialaid.ua.edu](http://www.financialaid.ua.edu)                      **Email: financialaid@ua.edu**