Complete the following form if the student and/or spouse/parent has experienced a reduction in income that is not reflected on the 2019-2020 Free Application for Federal Student Aid (FAFSA). Your request will be evaluated based on the documentation submitted. If your request is approved, the information on the FAFSA will be updated, the Expected Family Contribution (EFC) will be recalculated, an updated Student Aid Report (SAR) will be received by the student, and the award will be adjusted if additional eligibility is determined. Income reductions are considered on a case-by-case basis.

**Step 1: Select Circumstance(s)**

___ Student/Parent/Spouse’s income is substantially less than income reported on FAFSA due to a change in employment status. Submit a personal statement and a signed copy of the 2018 federal tax return.

___ Student/Parents/Spouse have separated, divorced or been widowed since completing the FAFSA. Include a personal statement, signed copy of the 2018 federal tax return, W-2, as well as either: divorce decree, documentation of legal separation, or death certificate.

___ Student/Parent/Spouse had a loss of income or one-time taxable benefit (IRA or pension distribution, child support, Social Security benefits, inheritance, etc.) that will not be received in 2018. Supporting documentation must include a personal statement that identifies the source and amount of benefit lost, as well as a signed copy of the 2018 federal tax return.

**Step 2: Certification (parent signature required if student is a dependent)**

To the best of my knowledge, the information in this request is true. I understand that misrepresentation of facts in connection with this request may result in cancellation and repayment of Federal Financial Aid.

Student Signature: ____________________________ Parent Signature: ____________________________

Approval of request does not guarantee additional aid.

Allow 5-7 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.