



Mt. San Antonio College
Financial Aid Office

PROFESSIONAL JUDGMENT REQUEST: CHANGE IN INCOME (Dependent)
2008-09

Federal Regulations authorize financial aid administrators to adjust the data elements used to calculate the Expected Family Contribution (EFC) on a case-by-case basis. Once a FAFSA has been processed by the Department of Education, requests for Change in Income will be reviewed. **For adjustments to income processed after January 1, 2009 students will be asked to provide 2008 tax forms and/or W-2 statements.**

**To expedite your request, ask to speak to the Financial Aid Specialist on duty.
A Specialist is available Monday – Thursday, 8:00 am – 5:30 pm, and Friday, 8:00 am – 4:00 pm.**

Student Name: _____

Mt. SAC ID#: _____ Date of Birth: _____

Day Phone: _____ Evening Phone: _____

1. **Please check the reason you are requesting an income adjustment and attach documentation. Note that the Mt. SAC Financial Aid Office reserves the right to request additional documentation). Incomplete submissions will not be considered. Make sure your name and Mt. SAC ID number are clearly marked on all attachments.**

- Loss of parent income from work due to layoff, closing of business, termination, or reduction in employment hours to attend school.** *Documentation needed:*
 - Completed Change in Income Worksheet (see back side of this form)
 - Signed copy of 2007 federal tax return including all schedules and W2 statements (if you submitted a signed copy of your 2007 federal tax return previously, you do not need to resubmit them)
 - Letter from previous employer documenting effective dates and severance, vacation, personal and sick leave pay out,
 - Copy of last pay stub from previous job,
 - Letter from unemployment office documenting effective dates and benefits received, and
 - Copy of most recent pay stub from current job.
- Loss of unemployment compensation.** *Documentation needed:* Completed Change in Income Worksheet (see back side of this form) and letter from unemployment office stating start/end dates and benefit amount.
- Loss of Social Security benefits.** *Documentation needed:* Completed Change in Income Worksheet (see back side of this form) and letter from the Social Security Administration stating start/end dates and benefit amount.
- Loss of child support.** *Documentation needed:* Completed Change in Income Worksheet (see back side of this form) and letter or court document stating start/end dates and amount.
- Loss of Worker’s Compensation benefits.** *Documentation needed:* Completed Change in Income Worksheet (see back side of this form) and letter from Bureau of Worker’s Compensation stating start/end dates and benefit amount.
- Death, divorce or separation has occurred since the Free Application for Federal Student Aid (FAFSA) was filed.** *Documentation needed:* Completed Change in Income Worksheet (see back side of this form) and copy of death certificate or signed statement of divorce/separation.
- A one-time, nonrecurring income was received during 2007 the disposition of which can be documented.** *Documentation needed:* Information identifying the source of income, how funds were spent, and the amount of remaining funds, if any.
- Other:** _____

Do you or your parents have money in a savings or other account from which you will pay your monthly expenses?
 Yes No

If Yes, what is the source, type of account, and the total current amount (balance)? _____

CHANGE IN INCOME WORKSHEET

Please provide the projected monthly income for 2008 for you and your parents below. List the expected amount and source of income for each month. Be sure to include income from all sources, i.e.: unemployment, wages, salaries, Social Security benefits, TANF, child support, disability, personal loan, family help, and any other financial help.

Month	2008 Projections Student Amount	2008 Projections Student Source	2008 Projections Father Amount	2008 Projections Father Source	2008 Projections Mother Amount	2008 Projections Mother Source
January 2008						
February 2008						
March 2008						
April 2008						
May 2008						
June 2008						
July 2008						
August 2008						
September 2008						
October 2008						
November 2008						
December 2008						

2. **Certification statement:** I am requesting to have my circumstances reviewed. By signing this form, I certify that the information provided on this form is truthful and accurate. If I am asked, I agree to give proof that my information is correct. If I provide false or misleading information, I understand that I may be fined \$10,000, sent to prison, or both. I understand that the Financial Aid Office reserves the right to request additional information. I will notify the Mt. SAC Financial Aid Office if circumstances change.

Student's signature

Date

Parent's signature

Date

For Financial Aid Office Use Only

Professional Judgment to use projected year income? Yes No

If Yes, projected year income calculated as follows:

_____ Total \$ _____

Comments: _____

FAO: _____ Date: _____

Trans #: _____ New EFC: _____ Old EFC: _____