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|  | **COMPLETE AND RETURN TO:**  4500 Steilacoom Blvd. SW Bldg. 17, Room 130  Lakewood, WA 98499-4004  **School Code: 015984**  253.589.5660 office 253.589.5618 fax  Email: finaid@cptc.edu |

**STUDENT AID & SCHOLARSHIPS**

**Request to revise financial aid eligibility due to Special Circumstances (Professional Judgement) 2024-2025**

Complete this form only if you have had a **significant** change in income and would like a reevaluation of your eligibility based on either **actual 2023** or **estimated 2024** income (*NOTE: if your income change has occurred in 2024, paperwork cannot be submitted until it has been at least 6 months since your change in income occurred).*

**PAPERWORK MUST BE SUBMITTED AT THE SAME TIME.**

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SSN/STU ID#**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Whose income was reduced in 2023 or will be reduced in 2024?**

Student Spouse Parent

**What is the exact month/day/year you or your family member’s financial situation changed?** \_\_\_\_\_\_\_\_\_\_\_

**Which year would you like considered for this Special Circumstance?**

2023 2024

**Reason for the change**: Check the box that applies to your situation and gather all the required documentation to verify your actual income for 2023 OR your estimated income for 2024. You will need to provide documentation for ALL of the following information that applies to your situation**:**

**Unemployment**

Reason for unemployment: Layoff Termination Voluntary Resignation/Quit

Did you receive unemployment benefits? \_\_\_\_\_\_\_ If yes, gross weekly benefit amount\_\_\_\_\_

**Documentation required:** Layoff notice or Letter from former employer stating last day worked or termination/resignation letter and most recent unemployment payment statement (if received)

**Work hours or hourly wage reduced**

Date new hours started: \_\_\_\_\_\_ \_ New hourly wage:

**Documentation required:** Reduction of work hours notification and 2 most recent paystubs showing year to date (YTD) gross earnings

**Divorce/ separation (after filing of original FAFSA application)**

Date of separation or divorce: \_\_\_\_\_\_\_

**Documentation required:** Court documentation regarding divorce decree or separation agreement, W2’s for both parties, child support order (if received)

**Death (after filing of original FAFSA application)**

Date of death: \_\_\_\_\_\_\_

**Documentation required:** Death certificate

**One time income (such as 401K or pensions payments, L&I payments, inheritance, insurance settlement, combat pay)**

What type of funds did you receive: \_\_\_\_\_\_\_ When did you receive funds:

**Documentation required:** Statement detailing gross dollar amount received

***\*All students must provide a written statement explaining your situation and provide tax returns or tax transcripts for 2022 and 2023. If an appointment is necessary, you will be contacted. Incomplete packets will not be processed.***

***Please turn over to sign form…***

*Your signature certifies that the information on this form is close as possible to what is expected for the family income during 2023 or 2024.*

Student’s Signature: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You MUST provide the requested documentation for ALL of the following that applies. Insufficient documentation will result in significant delays to the processing of your request.**

**Final pay stub(s) for 2023 or W-2’s for 2024** showing your year-to-date gross income. You must also provide final pay stubs and/or W-2’s for spouse (if married) and/or parents (if dependent student). We must be able to physically document the end of year and/or year-to-date income for you (and your spouse if married and/or parent(s) if dependent).

**\*\*This documentation is REQUIRED.**

**Verification for last date of employment for all previous employers in 2022, 2023, and 2024.** Acceptable documentation may include:Layoff notice, Reduction of work hours notification, Letter from employer (on letterhead) stating last day worked (generally obtained through a Human Resources office), or a Termination Letter. We must be able to physically document the last date of employment.

**\*\*This documentation is REQUIRED.**

**2022 IRS Tax Return Transcripts:** The IRS tax transcript must come from the IRS; to obtain a copy please visit [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript) (may take up to 10 business days to receive through the mail).

**\*\*This documentation is REQUIRED.**

If your change in circumstances occurred in 2023 you must also provide a 2023 IRS Tax Return Transcript.

**Unemployment Verification: Provide your** most recent unemployment information obtained from the Employment Security self-serve claimant portal at <https://secure.esd.wa.gov/home/> .

**\*\*This documentation is REQUIRED only if you have/had received Unemployment.**

**Documentation for Retirement Fund Cash Outs:** Please provide all documentation for any of the following you have received: 401a, 401b or Deferred Compensation.

**\*\*This documentation is REQUIRED only if you have/had received these types of funds.**

**Other funding sources:** Award letter(s) from Social Security, L&I payments, TANF, Veteran’s Disability payments, and any other information to estimate your income (taxed or untaxed) for 2023 or the remainder of the 2024 year.

**\*\*This documentation is REQUIRED only if you have/had received these types of funds.**

Use the chart below to estimate your total income for the year 2023 or 2024. Dependent students whose parents have had the change in income should report the parent’s income in the space provided for spouse’s income.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Actual Income 2023 OR 2024 Year to Date | Estimated 2024 Income  through year end | TOTAL  Actual for 2023 or Projected for 2024 |
| Wages Student |  |  |  |
| Wages Spouse/Parent |  |  |  |
| Unemployment Student |  |  |  |
| Unemployment Spouse/Parent |  |  |  |
| Other Taxable: Severance |  |  |  |
| Sick leave buyout |  |  |  |
| Retirement cash out |  |  |  |
| Other |  |  |  |
| Labor and Industries |  |  |  |
| Social Security |  |  |  |
| TANF/GAU |  |  |  |
| Child Support/Maintenance |  |  |  |
| OTHER (Disability/Retirement?) |  |  |  |
|  |  | GRAND TOTAL |  |

Clover Park Technical College does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. For inquiries please contact **Title IX coordinator** James Neblett, Associate Vice President for Human Resources & Culture, 253-589-5533, [james.neblett@cptc.edu](mailto:james.neblett@cptc.edu); or **Section 504/disability coordinator** Melissa Medina, Manager of Student Disability Services, 253-589-5755, [melissa.medina@cptc.edu](mailto:melissa.medina@cptc.edu). All offices are located in Building 17, 4500 Steilacoom Blvd SW, Lakewood, WA 98499.

**FOR OFFICE USE ONLY:**

\_\_\_\_\_ Accepted for professional judgment \_\_\_\_\_ Change submitted in FPP, New ISIR generated

\_\_\_\_\_ Denied

NOTES: \_\_\_\_\_\_

FAO Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_