



## 2021-22 Change in Financial Circumstances— Decreased Income/Unemployment

Student Name: \_\_\_\_\_ Student ID/SSN: \_\_\_\_\_

We were recently informed that your family has experienced a major change in financial status since you filed the **2021-22 Free Application for Federal Student Aid (FAFSA)**. To determine if any adjustments can be made to your financial aid file, please complete all information **AND** submit all requested documentation.

**Change of Employment:** A family member who worked in **2019** is now unemployed, has taken a lesser paying job or is working decreased hours in **2021**.

- Which family member’s job situation has changed? \_\_\_\_\_
- Date family member’s employment situation changed: \_\_\_\_\_
- Family member’s actual **2021 YTD earnings as of today:** \_\_\_\_\_
- Family member’s **estimated income today through December 31, 2021:** \_\_\_\_\_
- Family member’s unemployment compensation: \_\_\_\_\_
- We will estimate any other income based on your **2019** federal tax return. Please indicate if any other income listed on your **2019** tax transcript will change significantly from **2019 to 2021**

### **Documentation Requirements:**

- Submit a copy of the most recent pay stub for the family member whose situation has changed, *or* a letter from their employer(s) verifying the situation and total wages to be earned in **2021**.
- If unemployed, submit a copy of the final pay stub and a copy of unemployment benefits and severance paperwork, if applicable.

Briefly describe the situation here:

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**Please submit the documentation listed below to the Office of Financial Aid, if not already on file.**

- \* Please complete the IRS Data Retrieval process on the FAFSA or submit an official IRS **2019** Tax Return or Transcript
- \* **2021-22** Institutional Verification Form: <http://northcentralcollege.edu/financial-aid/forms>
- \* Signed copy of parent **2019** federal tax return
- \* Copies of Parents’ **2019** W2 forms, and if self-employed, Schedule C or Schedule SE
- \* Copies of Student’s **2019** W2 forms, and if self-employed, Schedule C or Schedule SE

*I declare that the information reported on this form is true, correct, and complete. I agree to provide, if requested, any other official documentation necessary to verify information reported.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date