

**2021-2022 INCOME ADJUSTMENT FORM**

Queens College recognizes that special circumstances may occur after the Free Application for Federal Student Aid (FAFSA) was completed, which may affect a student's eligibility for federal financial aid. If you, your spouse or parent(s) have experienced a significant decrease in income since 2020 due to one of the conditions described on this form, you may be eligible for an Income Adjustment. Please complete **Sections A & B** of this form and submit it to our Office with the required documents as indicated for each category. If approved, the Office of Financial Aid Services will re-calculate the student's financial aid eligibility based on your estimated 2021 income.

**All requests for an Income Adjustment MUST be submitted with a signed Tax Return copy for the student and/or parent(s) & W2(s).**

Last Name	First Name	CUNYfirst ID
E-Mail address	Telephone #	

***This form is being completed based on special circumstance experienced by the:***

- Student/Spouse     Parent(s)

**Section A.** Please review the selections below and check the box(es) that apply(ies) to you.

Check Reason	Required Documents
<i>Loss or reduction of Income</i> <input type="checkbox"/>	<p><u>For professional judgment due to a loss of income there is a 10 week waiting period from the date of termination.</u></p> <ul style="list-style-type: none"> <li>▪ 2021-2022 Income Adjustment Form.</li> <li>▪ Copy of 2019 Tax Return and W2(s) for student/spouse and/or parent(s).</li> <li>▪ Copy of last paystub(s) from former employer(s) and current employer(s) if applicable.</li> <li>▪ Detailed statement explaining your circumstances.</li> <li>▪ Termination letter from former employer.</li> <li>▪ Copy of Unemployment Compensation Letter.</li> <li>▪ Copy of DD214 if appeal is due to discharge from active military duty.</li> </ul> <p><b>*** NOTE: To be considered for a loss of income you must have worked full time (35 hours a week) for at least 24 weeks in 2019 and be currently unemployed.</b></p>
<i>Disability</i> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• 2021-2022 Income Adjustment Form.</li> <li>▪ Detailed statement explaining your circumstances.</li> <li>▪ Copy of 2019 Tax Return and W2(s) for student/spouse and/or parent(s).</li> <li>▪ Proof of Disability Compensation.</li> </ul> <p><b>*** NOTE: to be considered for loss of income due to disability you MUST have become disabled in either 2019 or 2020 <u>BUT MUST HAVE WORKED</u> in 2019.</b></p>
<i>Loss of Untaxed Income (SSI, Child Support etc.)</i> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• 2021-2022 Income Adjustment Form.</li> <li>▪ Detailed statement explaining your circumstances.</li> <li>▪ Documentation from the agency reflecting the monthly amount along with the termination date.</li> </ul> <p><b>*** NOTE: You must have received untaxed income/benefits in 2019 but that benefit MUST have currently completely ceased.</b></p>

<p><i>Divorce/Separation</i></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>▪ 2021-2022 Income Adjustment Form.</li> <li>▪ Detailed statement explaining your circumstances.</li> <li>▪ Divorce/separation occurred after FAFSA was completed (submit divorce decree, proof of legal separation or separate households).</li> <li>▪ Copy of 2019 Tax Return and W2(s) for student/spouse and/or parent(s).</li> </ul> <p><b>*** NOTE: In the case of separation, proof of separate residence is required. At least two Utility billing statements for each person must be submitted to complete this review.</b></p>
<p><i>Death</i></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>▪ 2021-202 Income Adjustment Form.</li> <li>▪ Detailed statement explaining your circumstances.</li> <li>▪ Copy of 2019 Tax Return and W2(s) for student/spouse and/or parent(s).</li> <li>▪ Death certificate.</li> </ul>
<p><i>Excessive medical/dental expenses</i></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>▪ 2021-2022 Income Adjustment Form.</li> <li>▪ Detailed statement explaining your circumstances.</li> <li>▪ Copy of 2019 Tax Return and W2(s) for student/spouse and/or parent(s).</li> <li>▪ Copy of the Schedule A from original Tax Return(s).</li> </ul> <p><b>*** NOTE: Excessive medical and/or dental expenses should have been claimed on your 2019 Tax Return(s). In the event that, this was not possible, attach billing statements, receipts, etc.</b></p>
<p><i>Excessive Property loss/damaged due to a declared natural disaster</i></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>▪ 2021-2022 Income Adjustment Form.</li> <li>▪ Detailed statement explaining your circumstances.</li> <li>▪ Copy of 2019 Tax Return and W2(s) for student/spouse and/or parent(s).</li> <li>▪ Insurance claim forms and/or FEMA applications and any other relevant documents.</li> </ul>
<p><i>Roth IRA Conversion</i></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>▪ 2021-2022 Income Adjustment Form.</li> <li>▪ Detailed statement explaining your circumstances.</li> <li>▪ Copy of 2019 Tax Return and W2(s) for student/spouse and/or parent(s).</li> <li>▪ Proof of payment and an itemized statement showing funds usage. (Receipts, cancelled checks, etc.)</li> <li>▪ Documentation reflecting the source of the income.</li> </ul> <p><b>*** NOTE: Only apply for this adjustment if you converted a traditional IRA into a Roth IRA.</b></p>
<p><i>Other</i></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>▪ 2021-2022 Income Adjustment Form.</li> <li>▪ Detailed statement explaining your circumstances and supporting documents.</li> </ul>

**Certification and Signature(s)**

*By signing this form, you certify that all of the information you provided is true and complete to the best of your knowledge.*

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Administrative Use Only**

*Reason for granting/denying request for Income Adjustment:*

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Approved     Denied

**FAA Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_