



### Income Reduction Form

The student finance appeals team (SFAT) is scheduled to meet the last Tuesday in each month. Your appeal will be evaluated for consideration in the month received provided the complete application is received at least one day prior to our meeting date; otherwise it will be reviewed the following month. The student will be notified via the email address provided on this application of the results of the SFAT meeting. **NO INFORMATION** will be provided over the phone.

To guarantee consideration of your request so that aid may be available for the award year that you plan to enroll, you **must** submit the following:

- **Completed income reduction form (all sections)**
- **Supporting documentation**
- **Completed FAFSA (completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov))**
- **Dependent or Independent verification forms (available online at [www.sheltonstate.edu](http://www.sheltonstate.edu))**
- **Signed copy of the Student and/or Parent current year federal tax papers and W-2 form**

All documents **must** be received before the deadline. If documentation is not attached, your application will be return to you marked incomplete. The required documentation is listed below each reason for the income reduction.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID/SSN

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone number

**I. Check only the reason that applies for your reduction of income:**

1. Unemployment or change in employment status for:

Student     Spouse     Father (Step-father)     Mother (Step-mother)

<p><b>Documents Required:</b>  Letter from previous and/or current employer (on company letterhead) stating:</p> <ul style="list-style-type: none"> <li>• Last date of employment</li> <li>• Reason for unemployment or change in employment status</li> </ul> <p>Most current check stub – <b>must</b> reflect the year-to-date income  Statement from the Unemployment Office reflecting benefits received  Retirement income statement  <i>3 months or 12 weeks must have passed since change in employment status</i></p>
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2. Divorce or legal separation for:

Student     Spouse     Father (Step-father)     Mother (Step-mother)

**Documents Required:**

A copy of the divorce decree **OR** a letter from the attorney verifying the date of separation.

3. Death

Student     Spouse     Father (Step-father)     Mother (Step-mother)

**Documents Required:**

A copy of the death certificate and/or obituary

4. Disability

Student     Spouse     Father (Step-father)     Mother (Step-mother)

**Documents Required:**

A letter from the physician stating the nature and date of the disability  
Documents supporting social security benefits received in 2008

5. Loss of benefits and/or untaxed income (*the income **must** have been reported on the FAFSA*)

Student     Spouse     Father (Step-father)     Mother (Step-mother)

**Documents Required:**

Documentation certifying loss of a benefit or untaxed income.  
**NOTE:** If child support and/or alimony provide a copy of the final divorce decree including the settlement agreement.

6. One time income (*Examples: inheritance, IRA distribution, retroactive lump sum social security payment, etc*)

Student     Spouse     Father (Step-father)     Mother (Step-mother)

**Documents Required:**

Official document stating the type, reason and amount of one time income  
Letter from student/parent stating how the one-time income has been spent and why it should not be considered part of the student/parent income.

7. Excessive medical or medical related expenses (*this applies only to medical expenses **NOT PAID** by insurance and must be in excess of 20% of your 2008 annual income*)

Student     Spouse     Father (Step-father)     Mother (Step-mother)

**Documents Required:**

Medical statements/bills



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**II. Estimated income for 2009 (January 1, 2009 – December 31, 2009)**

\_\_\_ Student    \_\_\_ Spouse    \_\_\_ Father (Step-father)    \_\_\_ Mother (Step-mother)

*Complete only sections that apply. If item does not apply, write "0".*

Income	Student	Spouse	Father (Step-father)	Mother (Step-mother)
Taxable Wages/Salaries/Tips				
Unemployment Benefits				
Pensions/Retirement				
Other Taxable Income: Specify Source(s)				
Untaxed Social Security Benefits				
Aid to Families with Dependent Children (AFDC)				
Child Support Received				
Other Untaxed Income and Benefits				
Current Amount in Cash, Checking and Savings				
<b>TOTAL ESTIMATED INCOME FOR 2009</b>				

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's signature (required if student is dependent)

\_\_\_\_\_  
Date

*It is the sole responsibility of the student to be sure that ALL documentation and required documents are attached to this application for Income Reduction.*

