SUU SOUTHERN UTAH UNIVERSITY
LEARNING LIVES FOREVER

Financial Aid & Scholarships
351 W University Blvd
Cedar City, UT 84720
(435) 586-7735
(435) 586-7736 (fax)

2010-2011
Re-Evaluation Form

Please print clearly

T | | | | | | | | |
T Number

Student's Last Name

Student's First Name

| | | | - | | | | - | | | | |
Phone Number

Email Address

STEP 1: CHECK THE REASON(S) YOU ARE REQUESTING AN INCOME ADJUSTMENT AND ATTACH THE ADDITIONAL REQUIRED DOCUMENTATION PER SITUATION

☐ **Loss of parent income from work due to layoff, termination, or reduction of hours:**
- Documentation from former employer confirming loss of income and date of separation.
- Copy of last pay stub from previous job showing year to date earnings.
- Copy of most recent pay stub form current job (if applicable).

☐ **Loss of Unemployment Compensation:**
- Letter from unemployment office stating start/end dates and benefit amount.

☐ **Loss of Social Security Benefits:**
- Letter from the Social Security Administration stating start/end dates and benefit amount.

☐ **Loss of Child Support:**
- A Letter or court document stating the start/end dates and amount.

☐ **Loss of Workers Compensation Benefits:**
- Letter from Bureau of Workers Compensation stating start/end dates and benefit amount.

☐ **Death of Parent or Spouse:**
- Copy of death certificate.

☐ **Divorce, or Separation:**
- Attach a letter of explanation, including the following:
  - ➢ date of divorce/separation if it occurred after filing the FAFSA
  - ➢ list current household members, relationship and age
  - ➢ monthly child support you will receive in 2010
  - ➢ other assets you will receive in 2010 based upon divorce decree (provide a copy of your divorce decree).

☐ **A one-time, nonrecurring income received during 2009:**
- Documentation identifying the source of the income, how the funds were spent, and the amount of remaining fund, if any.

☐ **Medical and/or Dental:** (Exceeding 10% of your household income)
- Attach verification of amount paid that was not covered by insurance.

☐ **Other:**_____
- Attach a detailed letter and supporting documentation to support the circumstance.

STEP 2: ATTACH A LETTER OF EXPLANATION
- A detailed letter explaining your special circumstances and date your income was reduced.

STEP 3: ATTACH VERIFICATION DOCUMENTS
Required Documentation:
- **Include a completed Dependent or Independent Verification Worksheet.**
- **Copies of all 2009 signed income tax forms and copies of all 2009 W2's**. Dependent students will also need a copy of parents' taxes, and married students will need a copy of the spouse's taxes.

STEP 4: COMPLETE CERTIFICATION STATEMENT
Your signature on this document confirms your acknowledgement of the following:
- ➢ The information submitted for review is true and correct to the best of your knowledge.
- ➢ You have read each section and have provided the required documentation.
- ➢ Underestimating the projected income could result in reduced eligibility, repayment of aid, or both, in this year or next year.
- ➢ Changes resulting from this review do not guarantee an increase in aid.
- ➢ Additional documentation may be required upon request.
- ➢ There is approximately a four week processing time for the request.
- ➢ Status of the request will be e-mailed to the student's SUU e-mail account.

Student Signature:_____ Date:_____

Parent Signature:_____ Date:_____