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

2011-2012 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 2011
    - other assets you will receive in 2011 based upon divorce decree (provide a copy of your divorce decree).
- ☐ **A one-time, nonrecurring income received during 2010:**
  - 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 2010 signed income tax forms and copies of all 2010 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:_____