2014-2015 Eligibility Re-Evaluation Form

351 W. University Blvd • Cedar City, UT 84720 • (435) 586-7735 • (435) 586-7736 (fax) • http://www.suu.edu/financialaid

T Number

Phone Number

Student’s Name

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 from 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:
  - 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 2014
    - other assets you will receive in 2014 based upon divorce decree (provide a copy of your divorce decree).

- A one-time, nonrecurring income received during 2013:
  - 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

- Include a completed Dependent or Independent Verification Worksheet.
- 2013 IRS tax transcript and copies of all 2013 W2’s. Dependent students will also need a tax transcript for their parents, and married students will need a tax transcript for their spouse (if not filed jointly).

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.
- Additional documentation may be required upon request.
- 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.

Student Signature: ___________________________________________ Date: __________________

Parent Signature: ___________________________________________ Date: __________________

RRAAREQ Code: SPEC