

2016-2017 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/student 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:**

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 2016
- other assets you will receive in 2016 based upon divorce decree (provide a copy of your divorce decree).

☐ **A one-time, nonrecurring income received during 2015:**

- 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.
- ☐ 2015 IRS tax return transcript and copies of all 2015 W2's. Dependent students will also need a tax return transcript for their parents, and married students will need a tax return transcript for their spouse (if not filed jointly).
- ☐ For adjustments to income **processed after Jan 1, 2017**, students and parents will be asked to provide **2016** tax forms and W-2's.

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.
- ☐ It is the policy of SUU's Financial Aid and Scholarships office to not process upcoming year adjustments for any student who underestimates his/her 2016 household income by more than 15% for an adjustment calculation.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.