

STUDENT INFORMATION

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|---------|--------|----------|--------------------|
| FIRST | MIDDLE | LAST | BRANDMAN ID NUMBER |
| ADDRESS | | | EMAIL ADDRESS |
| CITY | STATE | ZIP CODE | PHONE |

You may use this form to request a review of your aid eligibility because of extenuating circumstances not addressed on your 2011-2012 Free Application for Federal Student Aid (FAFSA). *Changes resulting from this review **do not** guarantee an increase in aid.*

REDUCTION OF INCOME (at least 10 weeks of unemployment or 20% reduction in income since 2010)

DO NOT LEAVE BLANKS. Indicate N/A if it does not apply to you.

Please Provide:

- Your 2010 signed federal tax return AND W-2s
- Year-to-date pay stub
- Documentation of Unemployment Benefits
- Copy of Employer separation letter
- Attach a detailed letter of explanation concerning your loss of income, and include:
 - Your current or prior employer's/agency's name, address and phone number
 - Separation date or date your income was reduced.

2011 (January 1st-December 31st)

Other Taxable Income
(Alimony, dividend/interest income, unemployment compensation, or trust/investment income)

STUDENT: \$ _____

SPOUSE: \$ _____

2011 (January 1st-December 31st)

Estimated total gross income from work
Include year to date pay and estimated future earnings

STUDENT: \$ _____

SPOUSE: \$ _____

2011 (January 1st-December 31st)

Nontaxable Income
(Pensions, annuities, TANF, or child support received)

STUDENT: \$ _____

SPOUSE: \$ _____

DIVORCE - SEPARATION - DEATH OF SPOUSE:

- Attach a letter of explanation, including the following:

- date of divorce/separation/death of spouse, if it occurred *after* filing the 11-12 FAFSA
- 2010 signed tax return and W-2s for student and spouse
- For separation: documentation of separate residences (i.e. copy of utility bills)
- list current household members, relationship, age, monthly child support and alimony you will receive in 2011
- list 2011 business value and/or farm value and/or investment value, and list 2011 business debt and/or farm debt and/or investment debt

The Financial Aid Office has established a budget for educational and personal expenses. **If you have expenses that are of an extraordinary nature, submit this form and provide the requested documentation.** Do not include basic living expenses such as rent, insurance of any type, food, credit card debt, auto maintenance, and/or entertainment.

The format of the below information should include a letter of explanation and an itemized list of expenses claimed. Please cross-reference the itemized expenses with the supporting receipts or other documentation provided.

1. Child Care Expenses:

Attach a letter stating who pays for the childcare, your relationship to the child and if the child receives full or part-time care. Also **attach a letter** from your childcare provider indicating the names and ages of the children in childcare and the amount paid.

2. Extended Family Support:

Attach a detailed letter of explanation if you contribute support to relatives not reported as a member of your household on your *Free Application for Federal Student Aid (FAFSA)*; provide documentation that includes the amount you pay each month.

3. Computer Purchase:

If you purchased a computer for school, you may request a onetime increase to your cost of attendance. You must provide a receipt as proof of purchase.

4. Medical/Dental/Optical:

Attach a detailed letter of explanation. Attach photocopies of receipts for bills incurred for all medical, dental, and/or optical expenses not covered by your insurance.

5. Other Expenses:

Attach a detailed letter of explanation. Attach photocopies of receipts for bills incurred for other additional expenses not included in the above categories. Please note that this section is reviewed on a case by case basis. **Do not include basic living expenses such as rent, insurance of any type, food, credit card debt, auto maintenance, and/or entertainment.**

CERTIFICATION STATEMENT

I CERTIFY THE SUBMITTED INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I HAVE READ EACH SECTION AND HAVE PROVIDED THE REQUIRED DOCUMENTATION. I UNDERSTAND THAT UNDERESTIMATING PROJECTED INCOME COULD RESULT IN REDUCED ELIGIBILITY AND/OR REPAYMENT OF AID AND/OR DENIAL OF FUTURE REVIEWS/APPEALS, IN THIS YEAR OR NEXT YEAR.

STUDENT SIGNATURE

DATE