



**Financial Aid Office
1247 E. Siena Heights Drive
201 Sacred Heart Hall
Adrian, MI 49221
www.sienaheights.edu
Phone: (517) 264-7130
Fax: (517) 264-7734**

**INDEPENDENT
REQUEST FOR REVIEW
REDUCTION IN FAMILY INCOME
2010-2011 ACADEMIC YEAR**

Please Note: You must file a 2010-2011 Free Application for Federal Student Aid (FAFSA) and receive an award letter before submitting this form.

STUDENT'S NAME: _____ **ID#** _____

You have notified this office that you and/or your spouse have special circumstances, which have resulted in a reduction in resources for calendar year 2010 and will affect your ability to contribute toward your educational expenses.

The office will only consider reductions in income for the circumstances listed in Section I of this form. It is our policy **not to consider** a reduction in income for the following:

- Voluntary termination of employment.
- Unusual expenses related to personal living (e.g. wedding expenses, credit card bills, home mortgage or school loan payments, car payments, legal expenses, other miscellaneous consumer item expenses).
- Families with reductions processed in 2009-2010 who grossly underestimated 2009 income.
- One year bonus incomes such as lottery or gambling winnings.
- Reductions in overtime pay (this will be reflected on the following year's aid applications).
- Reductions in income resulting from bankruptcy proceedings.
- Medical expenses other than those claimed as a deduction on your 2009 federal tax returns.

If the reason you are requesting a review is listed above, do not complete this form. If you are uncertain whether or not your situation can be considered for a review, please contact our office at (517) 264-7133.

Student's Name _____ ID# _____

SECTION I: DO YOU MEET ANY OF THESE CRITERIA?

To determine if any adjustments can be made to your financial aid file, please complete the appropriate sections below.

A. ____ Since you completed the 2010-11 FAFSA, you or your spouse has lost employment because of termination, layoff, disability, retirement, company closing, plant shutdown. Last date of employment ____/____/____ Date expected to return to work ____/____/____

Documentation Required:

- Copy of most recent pay stub
- Copy of 2009 federal tax return with schedules A - H
- Notice of benefits determination
- Copy of disability award

B. ____ Since you completed the 2010-11 FAFSA, you or your spouse has lost some type of untaxed income or benefits. Untaxed income includes: worker's compensation, child support, pensions and annuities, social security benefits.

Name of person losing benefit _____

Relationship to student _____

Type of benefit _____ Date lost ____/____/____

Documentation Required:

- Documentation supporting termination of benefits.

C. ____ Since you completed the 2010-11 FAFSA, you have divorced or separated from your spouse.

Date of separation/divorce ____/____/____

D. ____ Your spouse is now deceased, but his/her information was reported on the FAFSA.

Date deceased ____/____/____

E. ____ You/your spouse have incurred excessive medical expenses in 2010 due to the illness of a family member. **These expenses must be documented on your 2009 federal income tax return Schedule A.**

Documentation Required:

- 2009 federal tax return with Schedule A

F. ____ **Other:** Your family circumstances are not reflected above or on the previous page. Please attach a **detailed** statement regarding your circumstances and provide supporting documentation.

Complete Section II

SECTION II

Please provide anticipated income for the entire calendar year 2010. **Do not put hourly wage rates but instead compute what will be earned for the year.** List income that was received from January 1, 2010, until now in the first column and estimate the amounts to be received from now until December 31, 2010, in the second column. Then total the first and second columns.

INCOME FOR JANUARY 1, 2010 TO DECEMBER 31, 2010
Student/Spouse Information for Independent Students

	Actual 01-01-10 to Today Date __/__/__	Estimated Today to 12-31-10 Date __/__/__	Total (Actual + Estimated Columns)
Student's income from work			
Spouse's income from work			
Taxable interest income			
Taxable pensions/annuities			
Taxable portions of Social Security income			
Alimony/Spousal Support			
Untaxed portions of Social Security income			
Welfare/FIA/AFDC			
Untaxed pensions/annuities			
Worker's compensation			
Child Support received			
IRA/401(k)/403(b) contributions			
Untaxed interest income			
Earned Income Credit/Addtl Child Credit			
Other ____ (Unemployment) _____			
Office Use Only			

Documentation, such as letters from employers, doctors, State Unemployment Office, pay stubs etc., which supports the basis of your family's appeal, must be submitted. DO NOT LEAVE ANY BLANKS. PLEASE ENTER ZERO IF THE AMOUNT IS ZERO. If you do not submit documentation or leave sections of this form blank, the form will be returned as incomplete.

Student's Signature _____ Date _____

Spouse's Signature _____ Date _____

Office Use Only:

_____ **Approved** _____ **Denied** **FA Signature:** _____

Date: _____ **Notes:** _____

Date on which Reduction Review Results were Mailed to Student: _____