

2019-2020 Special Circumstance Review: *REDUCED INCOME*

Complete this form if you or a parent has lost employment or is re-employed at a lesser income. You should also complete this form if one parent is now supporting the household due to divorce or separation or a wage earner has died since your FAFSA was filed.

Student name _____

ID # _____ Phone _____

E-mail _____

Parent name(s) _____

Parent e-mail _____

Parent phone (day) _____ (evening) _____

Address _____
Street City State Zip

Wartburg College
Financial Aid Office
100 Wartburg Blvd.
P.O. Box 1003
Waverly, IA 50677-0903
319-352-8262 or
1-800-772-2085, ext. 8262
Fax: 319-352-8247
E-mail: finaid@wartburg.edu

In order to be eligible for a special circumstance review due to reduced income, you must complete all of the following steps:

- **Wait ...** Please wait 10 weeks from the loss or change of employment before submitting this request (this allows you time to gather an accurate estimate of income based on your new circumstances or secure new employment).
- **Describe** the situation that caused the reduction in income (you may use the space below or attach additional sheets if necessary).
- **Complete** the 2019-2020 Estimated Income Worksheet (see reverse for instructions).
- **Document** earned income by submitting W-2s and end-of-period pay stubs. Submit a letter from employer if terminated, legal paperwork in the case of separation or divorce, or a death certificate if a parent or spouse has died.
- **Submit** the completed Verification Worksheet found at: www.wartburg.edu/financial-aid-policies with copies of student and parent IRS Tax Return Transcript if you have not already done so. (If submitting your review request after Jan. 1, 2019, please also submit 2018 IRS Tax Return Transcript for student and parent. Copies of tax returns cannot be accepted.
- **Mail or Fax** this special circumstance form with documentation to the Financial Aid Office.

CERTIFICATION

I/we affirm that all data elements contained on this form, the accompanying worksheet, and any accompanying documentation are true and complete to the best of my/our knowledge. Upon request I/we will provide additional documentation to substantiate the information provided.

Student _____ Date _____

Parent _____ Date _____

PLEASE ALLOW 3-4 WEEKS FOR PROCESSING.

Other unusual circumstances?

*** See other special circumstance options at www.wartburg.edu/financial-aid-policies ***

