

Dear Student:

The following information is REQUIRED of all requests for adjustments to Financial Aid Application data:

A letter clearly stating the FACTS of the situation, signed by the student. Use dates and dollars where appropriate. Attach any or all of the documents below that may be used to support your request.

- A copy of your latest Federal Income Tax return (parent's also for dependent students).
- A letter from prior employer with last date of employment and year to date earnings. This should be on company letterhead and signed by an appropriate employee.
- Last pay stub from prior employer
- Determination of Benefits (or determination of no benefits) from unemployment office, if currently unemployed.
- Letter from current employer with start date of employment and expected earnings.
- Copy of last pay stub from current employer.
- List all income you (your family) have/has received from the beginning of the year until the current date—show documentation of the amounts and dates.
- List all sources and amounts of income you expect to receive from the date of change in income through the end of the year—show documentation of the amounts and dates.
- Current pay stub of spouse.

This list is not comprehensive. Some circumstances may require additional information and documentation be supplied before any determination shall be made. Please submit all documentation at one time. Please note: Not all adjustments result in changes in awards.