



2009-2010 PARENT INCOME REVIEW

Our office realizes that some students and their families may experience special circumstances which cause a reduction in their income that impacts their ability to contribute to college costs.

If your parents have experienced one of the special circumstances outlined below, please complete the attached application to request re-evaluation of your financial need. **A submission of this review form does not guarantee a favorable change in your financial aid eligibility. The change in your family's financial resources must be substantial.** Please note that the Student Financial Services Office does not typically re-evaluate any student's financial aid file until they have received their initial award letter and until the conclusion of the peak-awarding season.

Make sure you attach **all** requested documentation. **An incomplete request will be denied.**

• Death of Spouse

- Submit a detailed letter outlining your parent's situation and the impact on your parent's projected 2009 income.
- Submit a copy of the death certificate or equivalent.
- Complete Sections 1, 2 and 3 on the attached form. Fill out Section 2 with your parent's income. Attach documentation to support all income listed (i.e., last pay stub, life insurance benefit, etc.).
- Submit a copy of your parent's (if applicable) 2008 Federal Income Tax Return.

• Marital Separation, Pending Divorce or Divorce (Parents must live in separate residences).

- Submit a detailed letter outlining your parent's situation and the impact on their projected 2009 income.
- Submit documentation of separation (legal separation documentation, attorney's letter, or documentation of separate residences). If no legal document exists a notarized statement is acceptable.
- Copy of Divorce Decree (if divorced).
- Submit a statement listing benefits and/or support received as a result of the separation or divorce.
- Complete Sections 1, 2 and 3 on the attached form. Fill out Section 2 with your parent's income. Attach documentation to support all income listed (i.e., last pay stub, alimony received, etc.).
- Submit a copy of your parent's (if applicable) 2008 Federal Income Tax Return.

• Separation from Work Due to Layoff or Termination (unemployment must have occurred for at least 8 weeks).

- Submit a detailed letter outlining your parent's situation and the impact of your parent's household's projected 2009 income.
- Submit a letter of job status change from employer. Letter must be on company letterhead and should list dates of employment and date of termination.
- Complete Sections 1, 2 and 3 on the attached form. Fill out Section 2 with income information from your parents. Attach documentation to support all income listed (i.e., ending pay stub, unemployment compensation, severance pay, expected earnings etc.).
Submit a copy of your parent's (if applicable) 2008 Federal Income Tax Return along with the Dependent Verification Worksheet.

• Change in Job Status such as Reduction of work hours, Retirement, Permanent Disability, etc.

- Submit a detailed letter outlining your parent's situation and the impact of your parent's household's projected 2008 income.
- Submit a letter of job status change from employer. Letter must be on company letterhead and should list the date reduction of hours occurred.
- Complete Sections 1, 2 and 3 on the attached form. Fill out Section 2 with income information from your parents. Attach documentation to support all income listed (i.e., most recent pay stub, calculation of expected earnings etc.).
- Submit a copy of your parent's (if applicable) 2008 Federal Income Tax Return.

• Loss of Benefits or Non-recurring Income (Benefits received in 2008 are reduced or lost in 2009).

- Submit a detailed letter outlining your parent's situation and the impact of your parent's household's projected 2009 income.
- Letter should outline reduction or termination of benefits. Indicate the date of loss or reduction (i.e., loss of
- Social Security benefits due to child turning 18, inheritance, etc.). If the benefit was a non-recurring benefit you should include verification of how the funds were spent or invested. Complete Sections 1, 2 and 3 on the attached form. Fill out Section 2 with income information from your parents. Indicate total projected earnings for 2009 on the form.
- Submit copy of your parent's (if applicable) 2008 Federal Income Tax Return.

If you have other special circumstances that are not mentioned, please contact the Financial Aid Office for more information.



Truckee Meadows Community College

Financial Aid, Scholarships and Student Employment

2009-2010 PARENT INCOME REVIEW FORM

Name: _____ Address: _____

Student ID#: _____ E-mail: _____

Telephone #: _____ - _____ - _____

SECTION 1: REASON FOR REVIEW

Please check one or more circumstance(s) that applies to your situation. **Attach a letter of explanation detailing your family's special circumstance. In addition to your letter, attach all appropriate documentation listed on the cover sheet of this application. An incomplete request will be denied.**

- Death of Spouse
- Marital Separation, Pending Divorce, or Divorce
- Change in Job Status
- Loss of Benefits or Non-recurring Income
- Separation from Work due to Layoff or Termination

SECTION 2: PROJECTED YEAR INCOME

Indicate the expected year income for your parents. Attach all appropriate documentation to verify your parents' earnings and income for 2009.

Parent's 2009 EXPECTED INCOME:	Year-to-date Earnings	Earnings for Remainder of Year	Total
2009 income earned from work by father	\$ _____	+ \$ _____	= \$ _____ (a)
2009 income earned from work by mother	\$ _____	+ \$ _____	= \$ _____ (b)
Total Income Earned from Work: (add a+b)			\$ _____

2009 OTHER INCOME:	Year-to-date Income	Earnings for Remainder of Year	Total
AFDC/Welfare Benefits:	\$ _____	+ \$ _____	= \$ _____ (c)
Retirement benefits:	\$ _____	+ \$ _____	= \$ _____ (d)
Social Security Benefits:	\$ _____	+ \$ _____	= \$ _____ (e)
Unemployment Benefits/Disability:	\$ _____	+ \$ _____	= \$ _____ (f)
Business/Farm Income:	\$ _____	+ \$ _____	= \$ _____ (g)
Rental Property Income:	\$ _____	+ \$ _____	= \$ _____ (h)
Alimony:	\$ _____	+ \$ _____	= \$ _____ (i)
Child Support:	\$ _____	+ \$ _____	= \$ _____ (j)
Other: (specify) _____:	\$ _____	+ \$ _____	= \$ _____ (k)
Total Other Income: (add c through k)			\$ _____

SECTION 3: CERTIFICATION

I/WE HEREBY CERTIFY THAT ALL INFORMATION REPORTED ON THIS FORM AND ANY ATTACHMENTS HERETO IS TRUE, COMPLETE AND ACCURATE. FALSE STATEMENTS OR MISREPRESENTATION WILL BE CAUSE FOR DENIAL, REDUCTION, WITHDRAWAL, AND/OR REPAYMENT OF FINANCIAL AID.

Signatures are required for all persons reporting income above.

Student Signature

_____/_____/_____
Date

Mother or Father Signature

_____/_____/_____
Date

You may be required to submit your parent's actual 2009 IRS-1040 form or employment/benefit verification. If the actual amount differs substantially from your estimated amount, it may affect the student's Financial Aid eligibility for the 2010-2011 school year.

OFFICE USE ONLY:

Appeal Status:		Approved, Eligibility changed
		Approved, Eligibility remains unchanged
		Denied
Date Processed:		