

Print Student's Last Name, First, M.I.

CofC ID Number

Print Parent's Last Name, First, M.I.

Parent Daytime Phone

Parent Email Address

After completing the 2023-2024 FAFSA, you may submit this form to document parents' special circumstances. To begin, select one or more of the parent's special circumstances below. Please provide all required documentation. Providing inadequate documentation will result in delayed processing or rejection of this request. Please note that submitting this request does not guarantee that a student will receive increased financial aid.

### **Reason for Filing a Parent Contribution Adjustment Request**

Check the circumstance that applies to your situation. **You must attach a detailed personal letter in addition to the required documentation below.**

- \*Your parent(s) earned money in 2021 but has lost his/her job and is still unemployed. Required documentation:
1. Statement from previous employer that includes your parent's last date of employment; and
  2. A current statement of unemployment benefits or severance package received, if applicable; and
  3. Final pay stub(s)
  4. Complete Estimated Year Income Statement on page 2

- \*Your parent(s) earned money in 2021 but had a loss of income and earned substantially less money in 2022 or 2023. **Required documentation:**
1. A copy of parents' 2022 IRS Tax Return Transcript and/or \*2022 IRS Tax Return Transcript
  2. Final pay stub(s) from previous employer and last pay stub from current employer, if applicable
  3. Detail letter indicating dates, employers, severance, unemployment compensation, and other untaxed income
  4. Complete Estimated Year Income Statement on page 2
- \* In some cases, we may require receipt of 2022 federal tax return before we make adjustments.*

- Since completing the 2023-2024 FAFSA, your parents have separated or divorced. **Required Documentation:**
1. If parents separated after FAFSA filed, attach a statement indicating the date of your parents' separation and proof of separate domicile. Attach a copy of the separation agreement if applicable.
  2. If parents are divorced: Attach a copy of your parents' divorce decree

- Since completing the 2023-2024 FAFSA, a supporting parent has died. **Required Documentation:**
1. A copy of your parent's death certificate or obituary

- Your parent(s) received a one-time income in 2021, loss, or reduction in benefit (e.g. Social Security payment, inheritance, child support received, IRA or pension distribution). **Required Documentation:**
1. A statement from source of one-time income indicating amount; and
  2. A statement from parent(s) indicating the disposition of the funds
  3. Documentation of benefit loss or reduction (divorce decree, Social Security Notice)

- Your parent(s) paid out at least \$3000 of medical and/or dental expenses in 2021. Total medical and/or dental expenses PAID from January 2021 through December 2021: \$\_\_\_\_\_ **Required Documentation:**
1. Copies of medical and/or dental receipts showing medical payments made out of pocket in 2021 not covered by insurance
  2. Signed federal tax return and/or Tax Return Transcript including schedule "A" if claimed on federal return.

PARENTS' ESTIMATED YEAR INCOME STATEMENT

- 1) Date employment ceased (if applicable) \_\_\_\_\_
- 2) Income earned by mother from January 1, 2023 to December 31, 2023 \_\_\_\_\_
- 3) Income earned by father from January 1, 2023 to December 31, 2023 \_\_\_\_\_
- 4) Mother's taxable income (other than earned wages) expected from 01/01/23 to 12/31/23 (include unemployment, interest income, severance, etc.) \_\_\_\_\_
- 5) Father's taxable income (other than earned wages) expected from 01/01/23 to 12/31/23 (include unemployment, interest income, severance, etc.) \_\_\_\_\_
- 6) Parents' untaxed income from 01/01/23 to 12/31/23 from the following sources:
  - A) Deductible IRA and/or Keogh payments \_\_\_\_\_
  - B) Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings). Include untaxed portions of 401(K) and 403(B) plans \_\_\_\_\_
  - C) Social Security Benefits \_\_\_\_\_
  - D) Child Support \_\_\_\_\_
  - E) TANF/Welfare Benefits \_\_\_\_\_
  - F) Untaxed portions of pensions (excluding "rollovers") \_\_\_\_\_
  - G) Other untaxed income and benefits (explain and provide expected amounts, such as worker's compensation, foreign income exclusion, etc.) \_\_\_\_\_

Number of people in Household \_\_\_\_\_ Number of people in College \_\_\_\_\_

I certify that information listed above is a complete and accurate breakdown of all expected income, taxed and untaxed, for the calendar year 2023. I further certify that if any information of the above information changes, I will notify the Financial Aid Office in writing of the changes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only    Approved EFC :old \_\_\_\_\_    New: \_\_\_\_\_

Denied Reason \_\_\_\_\_

Staff signature \_\_\_\_\_ Date: \_\_\_\_\_