



Office of Financial Aid  
5901 College Road  
Key West, Florida 33040

## 2011-2012 INCOME REDUCTION REQUEST- DEPENDENT

Original requests for an income reduction must be made within 60 days of the circumstance that caused the reduction in the income.

**Student's Name:** \_\_\_\_\_ **FKCC ID#:** \_\_\_\_\_

**Will your parent's income be at least 20% less in 2011 than in 2010? Yes \_\_\_ No \_\_\_ If no, do not submit this request. If yes, please check the appropriate reason below:**

       **Unemployment or change in employment**

Provide a copy of the separation notice or letter from employer regarding date of separation  
Provide letter of eligibility from The Department of Labor (If eligible for benefits)  
Provide a copy of affected parent's last pay stub (if they have earned income in 2011)

       **Divorce**

Provide copy of divorce decree

       **Death of parent**

Provide copy of death certificate or obituary

       **Disability of parent**

Provide letter from doctor regarding the date of disability and projected date to return to work  
Provide documentation of disability benefits  
Provide copy of the affected parent's last pay stub (if they have earned income in 2011)

       **One-time income (IRA withdrawal, sell of house, etc.)**

Provide copy of 2010 form 1099 and/or schedules as reported on 1040 tax return.  
Identify the source of One-time income \_\_\_\_\_

**In addition to the above documents you must submit all of the following forms to Financial Aid for consideration:** (If you have already submitted these documents for verification purposes do not re-submit)

- Parent's signed 2010 Federal Tax Return
- Student's signed 2010 Federal Tax Return
- All student and parent's 2010 W-2 forms
- 2011-2012 Dependent Verification Form
- 2011-2012 Income Summary/Household Expenses Form
- Letter explaining your situation in detail
- Plus the documents listed under your situation

ANTICIPATED INCOME FOR 2011	Mother	Father
Wages, salaries, tips (include severance pay, disability pay and work)		
Untaxed Social Security benefits		
Other taxable income (unemployment benefits)		
Child Support received		
Other untaxed income		

**WARNING: If you purposely give false or misleading information on this form, you may be fined, sentenced to jail, or both.**

**Student's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_



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## INCOME SUMMARY/ HOUSEHOLD EXPENSES for 2011-2012

**Student's Name** \_\_\_\_\_ **FKCC ID #** \_\_\_\_\_

Independent students and parents of dependent students are required to complete this form in its entirety to clarify how their living expenses are currently being met if requested by the Office of Financial Aid to clarify information or a reduction in income or dependency override.

When reporting child support, social security, TANF, VA, or SSI benefits, you must report the total monthly amount received for all family members in the household.

Monthly Expense	Amount	Monthly Benefits	Amount
Rent/ Mortgage	\$	Income from Work	\$
Electricity	\$	Alimony	\$
Gas	\$	Child Support	\$
Phone	\$	TANF	\$
Food	\$	Food Stamps	\$
Water	\$	Social Security Benefits	\$
Child Care	\$	VA Benefits	\$
Transportation	\$	Family Members	\$
Personal Expenses	\$	Churches	\$
Miscellaneous Expense	\$	Disability	\$
Insurance	\$	Workers Compensation	\$
<b>Total Expenses</b>	<b>\$</b>	<b>Total Benefits</b>	<b>\$</b>

**Explanation of how living expenses are met:**

**STUDENT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PARENT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_  
*(Required if student is classified as dependent)*

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